

**AGENDA**

December 10, 2019

10:00 a.m.

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Board Members**

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, 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. General Manager's Report

iii. Operations Manager's Report

iv. Administrative Services Manager's Report

**B. Community Relations Consultant's Report**

**C. IRWM Update Presented by Director Edwards**

**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 the November 12, 2019 Regular Meeting

B. Approve Minutes from the November 12, 2019 Special Meeting

C. Accept November 2019 Payables

D. Adoption of a Resolution Awarding a Purchase Contract to Zima Corporation, Kusters Water Division for the Fabrication and Supply of the Replacement Wastewater Treatment Plant Headworks Screen

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)

A. 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. Adoption of a Resolution Approving the Agreement between Groveland Community Services District and Moyle Excavation, Inc. for the Rattlesnake Creek Sewer Replacement Project and Approving an Associated Budget Amendment
- B. Adoption of a Resolution Approving District Employee Health Plan for Calendar Year 2020
- C. Review and Approve Updated District Management Objectives
- D. Selection of the President and Vice President of the Board of Directors for the 2020 Calendar Year

## **7. Adjournment**

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

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*Any person who has any questions concerning this agenda may contact the District Secretary.* In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at 209-962-7161. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11)

**Groveland Community Services District  
Fire Department / CALFIRE**

18966 Ferretti Road Groveland, CA 95321

Staff Report

December 10, 2019

To: Board of Directors

From: Andy Murphy, Assistant Chief  
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – November 4, 2019 to December 1, 2019

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**Operations:**

Emergency Incident Response:

There were no Significant Events during the reporting period.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	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:

- Structure Fire Scenarios
- Fire Attack
- 2 ½" Hose Deployment and Management
- Hydrant Changeovers
- Chainsaw Use and Safety
- Low Angle Rope Rescue Operations
- SCBA Maintenance
- SCBA Fill Station Operations
- Groveland Hotel Preplan

**Public Education:**

The Groveland Fire Station Ho-Ho-Hosted the 15<sup>th</sup> Annual Christmas Photos. The Kiwanis Club of Groveland sponsored community project in conjunction with the Craft Faire provided families an opportunity to take photos with Santa Claus on his sleigh. Children of all ages shared their Christmas wish list and magical moment with Santa. Fire personnel interacted with the public and the fire engines were on display to show equipment carried and capabilities. Over 100 pictures with Santa were taken, which is the most successful event to date. CAL FIRE and the Groveland Fire family wishes you all have a safe and Merry Christmas.



**MONTH - NOVEMBER 2019**

Alarm Sounding	0
Odor Investigation	1
Debris Fire	1
Medical Aid	22
Fire Menace Standby	0
Fire Other	1
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	3
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	0
Vehicle Accident/Pin-In	0
Vehicle Fire	0
<b>TOTAL</b>	<b>28</b>

(27 calls in GCSD district, 1 call in Tuolumne County)



Auto Aid	Given
Tuolumne County	1

**Last Call Logged Run # TCU 14577**



# Operations Report

Month of Review: November 2019

## Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Rachel Pearlman, Administrative Services Technician
- C&D Staff
- Maintenance Staff

## Wastewater Treatment Plant Flows

### Influent Totals From Plant: November 2019

<b>Total</b>	2.89 MG
<b>High</b>	.14MG
<b>Low</b>	.06MG
<b>Average</b>	.09MG

### Effluent Totals From Plant: November 2019

<b>Total</b>	2.59MG
<b>High</b>	.14MG
<b>Low</b>	.05MG
<b>Average</b>	.08MG

Rainfall Totals at the Sewer Treatment Plant Month of November	
Year	Total Rainfall-inches
2019	2.01 - (0.81 High)
2018	6.94 - (1.57 High)
2017	5.55 - (2.76 High)
2016	3.70 - (2.07 High)
2015	6.26 - (1.48 High)
<b>Current Season Total</b>	<b>51.50</b>

### Wasting Totals

<b>Total Inches</b>	<b>342</b>
<b>Total Pounds</b>	<b>6354</b>

### Reclamation Totals

<b>PML</b>	0
<b>Spray Fields</b>	0
<b>PML Season Total</b>	0
<b>Spray Fields Total</b>	0

Active Sewer Accounts: 1558

## Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Cleaned and replaced all packing and seals in the Ras pump (Omar) at the STP plant
- Cleaned out plugged headworks and repaired air lines



Sand and Debris that plugged the inlet  
to roto drum #2







Broken airline caused by debris

## Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District
- Hydro flushed multiple gravity lines throughout the District
- Completed Ls 11 and 14 gravity manhole inspections
- Cleaned Ls 6, 9, 10, 11, 12, 13, 14, 15 and 16, mechanical wells, wet wells, PT, floats and tested all auto dialers
- Replaced roll pin in Ls 10 check valve
- Connected standby generator to Lift Station 4 for upcoming storm
- Completed new sewer connection in unit 10

## Treated Water Department

- 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 plant samples and sent into Aqua Lab
- Took distribution samples and sent into Aqua Lab
- Repaired broken sample line coming off Big Creek treatment clear well
-



## Distribution Department

- Monitored/sample Distribution Tank weekly( dosed Tank 2, 4 & 5)
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4(Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet)
- Dug up main line on Ferret Ct to get pipe OD for service connection install ( ordered parts)
- Installed new 1" water meter service in unit 10

Meter Related Services	Total
Check/repair meter	0
Install water meter	0
Monthly lock offs	25
Meter change outs	0
Read tenant out	5
Re-Read	21
Turn off meter	3
Turn on meter	22
Test meter	0
<b>Total Distribution Issues</b>	<b>76</b>

**Active Water Accounts:3252**

Billed Consumption	Gallons
Residential	7655446
Commercial	624913

## Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	1	0
Service leaks	1	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
<b>Totals Per Service</b>	<b>2</b>	<b>0</b>

### Maintenance

- General yard maintenance around the District maint. Yard (mow, weed eat, debris removal, limb trees ETC)
- Made dump run to Groveland Transfer Station
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Complete general ground maintenance at the Park (mow, weed eat, debris removal, limb trees ETC)
- Checked and ran generators at Ls 1, 3, 5, 16, FD, T2 and T4
- Serviced Ls 5 Generator (oil, filters and inspection)
- Picked up Truck 13 (bucket truck) from Stockton
- Replaced belts on Ls 3 and 12 standby generators
- Built dog house around the Ball Field electrical panel
- Serviced the Hotsy pressure washer
- Repaired the pull cord and changed oil on a Wacker trash pump
- Winterized the water wagon and Vac-tron
- Inspected the Boat had ready for Ls 13 Force Main inspection
- Replaced batteries on the Fire Department generator and completed service ( oil, filters and inspection)
- Completed the 90day BIT inspection on Engine 788
- Winterized park drinking fountains, concession stand and irrigation

## Projects

- Assisted Pacific Pipe Line with the Lift Station 13 Force main inspection



Camera crew using push camera with Eldorado Septic keeping up with flow during Force main lock out



Access point to Lift Station 13 Force Main

### After Hour Calls

- Staff had 9 after hour calls: 4 water and 5 sewer, all resolved

## Workplace Safety and Training

### Weekly Safety Meetings and Training

- Complete monthly Fire extinguisher, eyewash and ladder checks
- staff attended onsite training course with Cla-Val
- SDRMA training booklet before you turn the key, with quiz
- Safety Bulletin Hand Tool Care and Safety
- SDRMA training booklet Safety Orientation, with quiz

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## **Tuolumne-Stanislaus Integrated Water Advisory Committee & JPA Board Meeting Back Brief**

To: President of the Board, Janice Kwiatkowski

General Manager, Pete Kampa

From: Director Spencer Edwards

Subj: Back Brief TS-IRWMA Board Meeting, 11/20/19, 9:00AM-11:30AM

Date: November 20<sup>th</sup>, 2019

CC: As Needed

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Listed below are the highlights of the TS-IRWMA Board Meeting held this morning:

- The San Francisco IRWMA is wanting to conduct “Joint Planning” with the TS IRWMA. This may improve funding opportunities. The California Department of Water Resources (DWR) will coordinate this planning process.
  - These meetings would include the Hetch-Hetchy Water and Power organization and as stated in the meeting, could further improve grant funding opportunities.
  - There is currently a meeting held at Moccasin called the Upper Tuolumne Watershed. A former General Manager of GCSD, Jim Goodrich, frequently attends these meetings as a concerned citizen and may be a good source of information regarding the subjects discussed.
- The deadline for our grant request for two Lift Station generators through the TS-IRWMA has been pushed to December 10<sup>th</sup>, 2019. The total amount TS-IRWMA has for these grants is \$800,000.00. Our request is complete and has been submitted.
- The Mountain Counties Funding Area (MCFA) Integrated Water Management (IRWM) Disadvantaged Community (DAC) Involvement Program, Community Well-Being & Water and Wastewater Needs Assessments for Tuolumne-Stanislaus IRWM, prepared by the Sierra

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Institute was given to us for review. It turned out the Sierra institute had failed to make any of the recommended changes we had previously submitted. The document was returned to the Sierra Institute for them to make the original changes and the TS-IRWM Board of Directors and the Water Advisory Committee (WAC) wanted to know why the original changes had not been made. Well over 100 man-hours had been spent making those original changes.

- **Tuolumne River Trust (TRT):** The TRT is producing a digitized map of the TS-IRWM area for forest revitalization. Water and sewer infrastructure will also be placed on this map to indicate areas of critical importance. This map will be extremely detailed. GCSD has two pump stations that if destroyed by fire would stop the water from being pumped out of the tunnel. We also have five water tanks and sixteen Lift Stations that are critical to our water and wastewater systems. I brought these areas up to the TRT map maker, gave him my card and asked him to contact us to get the exact locations of our critical areas. I also told our GM and Operations Manager the individual would be contacting us. The email address of this person is [byron@tuolumne.org](mailto:byron@tuolumne.org).
  - Additionally, the TRT will be coordinating with CALFIRE and the USFS to assist in fire break coordination so the fire breaks compliment each other and reduce duplication of effort.
- GCSD submitted two water tanks for long needed improvements to TS-IRWM for grant funding.
  - Tank 5 off Merrill Road needs to be replaced with a tank of larger capacity. A larger tank or a second tank would provide adequate fire flow for the area.
  - Tank 4 located at the Pine Mountain Lake Airport does not have adequate fire flow for the airport and for Pine Mountain Lake (PML) Unit 12. If a new larger tank cannot be built, new more efficient booster pumps need to be installed.
  - Both tanks have been submitted to TS-IRWMA for future grant funding opportunities with Tank 5 as our highest priority.
- **There will not be a TS-IRWM meeting in December, the next meeting will be in January 2020.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
NOVEMBER 12, 2019  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan, Spencer Edwards, and John Armstrong being present. Also present was Administrative Services Manager Jennifer Flores, Administrative Services Technician II Rachel Pearlman, and General Manager Pete Kampa.

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:00am.

**Approve Order of Agenda**

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to approve the order of the agenda.*

**Public Comment**

None.

**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. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
  - 1. Review of 1st Quarter Financial Statement
  - 2. Review of Quarterly Investment Report

**B. Community Relations Consultant's Report**

**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 the October 8, 2019 Regular Meeting
- B. Approve Minutes from the October 29, 2019 Special Meeting
- C. Accept October Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

*Director Armstrong moved, seconded by Director Mora and the motion passed unanimously to approve the consent calendar.*



## 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)

A. 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.

A. Adoption of a Resolution Approving the First Amendment to the 2016 Tuolumne County Fire Service Providers Automatic/Mutual Aid Agreement with the Tuolumne County Fire Service Providers

### Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to adopt the Resolution Approving the First Amendment to the 2016 Tuolumne County Fire Service Providers Automatic/Mutual Aid Agreement with the Tuolumne County Fire Service Providers.*

B. Adoption of a Resolution Authorizing Application for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant for the GCSD Properties Fuels Reduction Project, and Authorize the General Manager to Sign the Grant Agreement and any Related Documents

### Motion

*Director Armstrong moved, seconded by Director Mora and the motion passed unanimously to adopt a Resolution Authorizing Application for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant for the GCSD Properties Fuels Reduction Project, and Authorize the General Manager to Sign the Grant Agreement and any Related Documents.*

C. Adoption of a Resolution Authorizing the Execution and Delivery by the District of an Installment Purchase Contract with Municipal Finance Corporation and Authorizing the Execution of Other Necessary Documents and Related Actions for the Refinancing of the District's Wastewater Revenue Refunding Bonds, Series 2014 (the "2014 Bonds") and Loan Funding for the 2019 Wastewater System Improvements

### Motion

*Director Armstrong moved, seconded by Director Mora and the motion passed unanimously to adopt a Resolution Authorizing the Execution and Delivery by the District of an Installment Purchase Contract with Municipal Finance Corporation and Authorizing the Execution of Other Necessary Documents and Related Actions for the Refinancing of the District's Wastewater Revenue Refunding Bonds, Series 2014 (the "2014 Bonds") and Loan Funding for the 2019 Wastewater System Improvement.*

- D. Adoption of a Resolution Approving Agreement with the City and County of San Francisco and the Tuolumne County Transportation Commission for the Installation of a Changeable Message Board on Hetch Hetchy Water and Power Lot 426, GCSD Lift Station 16

Motion

*Director Armstrong moved, seconded by Director Mora and the motion passed unanimously to adopt the Resolution Approving Agreement with the City and County of San Francisco and the Tuolumne County Transportation Commission for the Installation of a Changeable Message Board on Hetch Hetchy Water and Power Lot 426, GCSD Lift Station 16.*

**Adjournment**

*The meeting was adjourned at 11:07am.*

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
Jennifer Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
NOVEMBER 12, 2019  
9:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan, Spencer Edwards, and John Armstrong being present. Also present was Administrative Services Manager Jennifer Flores, Administrative Services Technician II Rachel Pearlman, and General Manager Pete Kampa.

**Call to Order**

Director Kwiatkowski called the meeting to order at 9:00am.

Absent: Director Swan

**Approve Order of Agenda**

Motion

*Director Edwards moved, seconded by Director Armstrong and the motion passed to approve the order of the agenda.*

*Ayes: Directors Kwiatkowski, Edwards, Armstrong, and Mora*

*Absent: Director Swan*

**Public Comment**

A member of the public inquired about the District refinancing the Sewer Bond, and whether or not the Bond will be reduced and paid off sooner or in the same timeframe.

Director Swan arrived at 9:23am.

**Discussion Items**

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

A. Presentation of the District's Audited Financial Statements for Fiscal Year 2018/19 by Gilbert and Associates

Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to accept the Fiscal Year 2018-2019 Audited Financial Statement.*

**Adjournment**

*The meeting was adjourned at 9:44am.*

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
Jennifer Flores, Board Secretary

DRAFT



# ACCOUNTS PAYABLE CHECK LISTING

November, 2019  
Fiscal Year 19/20  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks



User: dpercoco  
Printed: 12/4/2019 10:26:49 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18463	UB*02523	Bovard, Harry & Susan	11/27/2019	True	Refund Check	\$211.91
18464	UB*02520	Breece, Peggy	11/27/2019	True	Refund Check	\$63.64
18465	UB*02525	Brown, Robert Russell	11/27/2019	True	Refund Check	\$17.83
18466	UB*02516	Dorney, Brian & Marie	11/27/2019	True	Refund Check	\$167.02
18467	UB*02526	Forshee, Marvin & Katherine	11/27/2019	True	Refund Check	\$103.06
18468	UB*02519	Haynes, Jerre	11/27/2019	True	Refund Check	\$148.37
18469	UB*02524	LLC, Bayview Loan	11/27/2019	True	Refund Check	\$108.49
18470	UB*02518	McAdams, Ronald & Sharon	11/27/2019	True	Refund Check	\$139.32
18471	UB*02527	Michaud, Terry & Lucia	11/27/2019	True	Refund Check	\$397.01
18472	UB*02517	Nemat-Gorgani, Mohen	11/27/2019	True	Refund Check	\$157.47
18473	UB*02522	Pearson, Robert & Martha	11/27/2019	True	Refund Check	\$6.74
18474	UB*02521	Perry, Jerry	11/27/2019	True	Refund Check	\$15.00
18444	Adv02	Adventist Health Sonora	11/26/2019	True	Al Deshaies Vacc.	\$141.00
18445	All07	Allen Ford Construction Co.	11/26/2019	True	Final payment - 5% Retention for Roof Repairs -Operations Build.	\$2,397.00
18446	AQU01	Aqua Labs	11/26/2019	True	060 Sewer Tests	\$7,215.00
18447	ATT02	AT&T	11/26/2019	True	Monthly Cal Net phone service	\$509.40
18448	Cal19	California Reforestation Inc.	11/26/2019	True	Archaeological Records Check & CNDDDB Report for Jones Hill Fuel	\$1,500.00
18449	CIT01	Citygate Associates, LLC	11/26/2019	True	Professional Services for District Master Fire Plan	\$6,809.25
18450	Eld01	El Dorado Septic Service, Inc.	11/26/2019	True	CCTV Camera inspection of Lift Station	\$3,562.50
18451	Fas02	Fastenal	11/26/2019	True	Toilet paper, towels, pine sol	\$514.34
18452	GRA04	Grainger	11/26/2019	True	1 ea. packing extractor set for pumps	\$432.35
18453	ind04	Industrial Electrical Co.	11/26/2019	True	Fuel Injection pump for Lift Station #14 Generator	\$5,083.60
18454	Kam01	Kampa Community Solutions, LLC	11/26/2019	True	Nov 11-13, 2019 Lodging and mileage for Secretary Conference	\$802.21
18455	R&B	R & B Company	11/26/2019	True	4 ea. 8" ACC kit, 8 ea. 8" flange gaskets	\$903.05
18456	Ron01	Roni Lynn	11/26/2019	True	Social Media Management	\$2,500.00
18457	Sie17	Sierra Instant Printing	11/26/2019	True	1 book 2019 Dog Permits, 4 books 2020 Dog Permits	\$53.88
18458	UNI05	Univar Usa Inc.	11/26/2019	True	300 bags Solar Salt, 15,000 lbs.	\$13,992.92
18459	ups9	UPS	11/26/2019	True	Shipping to Hack for return ph readers	\$13.80
18460	USD01	USDA-Forest Service	11/26/2019	True	2020 Special Use Water Trans pipeline permit	\$102.68
18461	Wells	Wells Fargo Bank, N.A.	11/26/2019	True	Monthly Lease on Admin Copier	\$359.29
18462	Yos05	Yosemite Hwy 120 Chamber of Commerce	11/26/2019	True	2019/20 Membership Dues	\$250.00
115735	OE3	Operating Engineers Local #3	11/25/2019	True	PR Batch 00002.11.2019 Oper Engin Union Dues	\$279.18
902062	CAL09	CalPers 457 Plan Administrator	11/25/2019	True	PR Batch 00002.11.2019 CalPers Def Comp	\$3,500.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
902063	DCSS	Dept of Child Support Services	11/25/2019	True	PR Batch 00002.11.2019 Wage Garnish Child Support	\$205.03
902064	EDD01	EDD - Electronic	11/25/2019	True	PR Batch 00002.11.2019 State Income Tax	\$1,485.70
902065	FedEFTPS	Federal EFTPS	11/25/2019	True	PR Batch 00002.11.2019 FICA Employee Portion	\$10,133.41
902066	PER01	Pers - Electronic	11/25/2019	True	PR Batch 00002.11.2019 PERS Employee Deduct	\$6,754.75
902067	TD 457	TD Ameritrade Trust Co.	11/25/2019	True	PR Batch 00002.11.2019 457 Deferred Compensation	\$1,170.00
18420	am01	AM Consulting Engineers, Inc.	11/20/2019	True	Engineering services for IRWMP Application	\$9,730.00
18421	BLU02	Anthem Blue Cross	11/20/2019	True	Insurance D. Beaudreau	\$921.66
18422	aqu5	Aqua Sierra Controls Inc.	11/20/2019	True	IT Services	\$1,130.67
18423	rabo01	Cardmember Service	11/20/2019	True	November Credit Card Purchases	\$222.16
18424	DIS01	Dish Network	11/20/2019	True	Satellite TV for FD	\$57.54
18425	Fas02	Fastenal	11/20/2019	True	20 boxes gloves	\$791.47
18426	FOO01	Foothill-Sierra Pest Control	11/20/2019	True	Pest Control	\$157.00
18427	Geo01	GeoAnalytical Laboratories, Inc.	11/20/2019	True	Bio-Solids testing	\$1,295.00
18428	gilb01	Gilbert Associates, Inc.	11/20/2019	True	CPA Services	\$3,100.00
18429	HAC01	Hach	11/20/2019	True	8 ea. SC5500 R3	\$342.78
18430	JSW02	J.S. West Propane Gas	11/20/2019	True	Fire Dept Propane	\$1,102.12
18431	LOW01	Lowe's Companies, Inc.	11/20/2019	True	1 ea. Husqvarna lawnmower for Fire Dept.	\$408.43
18432	MIK01	Mike's Mowers	11/20/2019	True	Chainsaw bar, chain & chain file	\$65.40
18433	neu01	Neumiller & Beardslee	11/20/2019	True	Legal Services	\$3,461.56
18434	Pri04	PLIC-SBD Grand Island	11/20/2019	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,461.24
18435	SFPUC	San Francisco Public Utilities Commission	11/20/2019	True	Monthly Water Purchase	\$13,211.54
18436	Sta15	Staples Credit Plan	11/20/2019	True	Office Supplies	\$331.04
18437	SWR03	SWRCB	11/20/2019	True	Annual Drinking Water 2014-0194 WDR -Permit Fee 7/1/19- 6/30/20	\$22,016.00
18438	Ter01	Terex Utilities Inc	11/20/2019	True	Truck# 13 Boom Truck Repair	\$3,139.10
18439	UMP01	UMPQUA Bank	11/20/2019	True	November Credit Card Purchases	\$814.07
18440	UNI01	Union Democrat	11/20/2019	True	Newspaper advertising	\$158.76
18441	Ver03	Verizon Wireless 7706	11/20/2019	True	Monthly Auto Dialers	\$234.51
18442	Wood01	Wood Rodgers, Inc.	11/20/2019	True	Water/Wastewater Master Plan Professional services	\$14,576.35
115734	OE3	Operating Engineers Local #3	11/12/2019	True	PR Batch 00001.11.2019 Oper Engin Union Dues	\$279.18
902056	CAL09	CalPers 457 Plan Administrator	11/12/2019	True	PR Batch 00001.11.2019 CalPers Def Comp	\$3,500.00
902057	DCSS	Dept of Child Support Services	11/12/2019	True	PR Batch 00001.11.2019 Wage Garnish Child Support	\$205.03
902058	EDD01	EDD - Electronic	11/12/2019	True	PR Batch 00001.11.2019 SDI - Employee	\$1,502.06
902059	FedEFTPS	Federal EFTPS	11/12/2019	True	PR Batch 00001.11.2019 FICA Employee Portion	\$10,358.69
902060	PER01	Pers - Electronic	11/12/2019	True	PR Batch 00001.11.2019 2nd Tier PERS	\$6,738.69
902061	TD 457	TD Ameritrade Trust Co.	11/12/2019	True	PR Batch 00001.11.2019 457 Deferred Compensation	\$1,170.00
18381	Accela	Accela, Inc. #774375	11/7/2019	True	Monthly C/C Web Pmt Fees	\$1,122.25
18382	All07	Allen Ford Construction Co.	11/7/2019	True	Operations Roof repair & Performance bond	\$45,543.00
18383	BLU01	Anthem Blue Cross	11/7/2019	True	Monthly Group Health Ins.	\$26,980.90
18384	aqu5	Aqua Sierra Controls Inc.	11/7/2019	True	Troubleshoot Control Panel	\$829.05
18385	AWW04	AWWA CA-NV Cert Program	11/7/2019	True	Luis Melchor Backflow Tester Renewal	\$200.00
18386	BRE01	Breshers, W. H.	11/7/2019	True	Fuel & Oil	\$13,335.20
18387	CIT01	Citygate Associates, LLC	11/7/2019	True	Professional Services for District Fire Master Plan	\$5,977.13
18388	CMRS	CMRS-FP	11/7/2019	True	Postage Refill	\$800.00



Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18389	CWEA	CWEA	11/7/2019	True	Matt Dickens CWEA membership fee	\$291.00
18390	Datapro	Datapro Inc.	11/7/2019	True	Monthly UB Statement Processing	\$1,818.39
18391	Fas02	Fastenal	11/7/2019	True	2 ea. Laundry Detergent	\$44.67
18392	GCS02	GCS D	11/7/2019	True	GCS D Water Bill	\$7,472.94
18393	GCS01	GCS D Petty Cash	11/7/2019	True	Certified Mail	\$16.29
18394	GEN01	General Plumbing Supply	11/7/2019	True	4 ea. Powerseal clamps for Highlands blow off repair	\$264.58
18395	GEN02	General Supply Co	11/7/2019	True	LED swivel stem for gas pump	\$23.09
18396	GRA04	Grainger	11/7/2019	True	2 ea. axial fans for VFD blowers @ STP	\$142.36
18397	Gre05	GreatAmerica Financial Services	11/7/2019	True	Monthly Avaya Phone System Lease	\$186.36
18398	HAC01	Hach	11/7/2019	True	Mono, Nitrate, Calcium for WTP	\$4,009.55
18399	HFs01	HF Scientific, Inc.	11/7/2019	True	1 ea. UV Analyzer for Bic Creek	\$7,360.78
18400	KC Auto	KC Auto Parts	11/7/2019	True	October Lift Stations supplies	\$280.89
18401	KC01	KC Courier, LLC	11/7/2019	True	Monthly Courier Service	\$372.38
18402	Mar02	Marshall, Andrew	11/7/2019	True	Andrew Marshall Distribution exam fee reimbursement	\$45.00
18403	Min01	Miner's Mart	11/7/2019	True	Diesel fuel for PSPS power outage	\$3,667.55
18404	MOO01	Moore Bros. Scavenger Co., Inc.	11/7/2019	True	Garbage Service	\$478.98
18405	MOT03	Mother Lode Answering Service	11/7/2019	True	Monthly Call Forward/Paging	\$183.00
18406	MOU03	Mountain Oasis Water Systems	11/7/2019	True	Bottled Water	\$146.00
18407	Moy02	Moyle Excavation Inc.	11/7/2019	True	Final Retention for Flume Project	\$23,079.21
18408	Oreil	O'Reilly Auto Parts	11/7/2019	True	Headlights for Truck #13	\$48.55
18409	per04	Percoco, Ronald	11/7/2019	True	Janitorial/Park Services	\$2,054.00
18410	PIN03	Pine Mt. Lake Association	11/7/2019	True	Advertizing	\$297.50
18411	pml01	PML Hardware & Supply Inc.	11/7/2019	True	October Hardware supplies	\$282.41
18412	PRD01	PR Diamond Products, Inc.	11/7/2019	True	2" Honda Trash Pump	\$1,372.59
18413	R&B	R & B Company	11/7/2019	True	Parts for Vicky Lane meter install	\$1,429.72
18414	SUE01	Ray Sues Insurance & Invst	11/7/2019	True	Retired Members Medical SW	\$4,549.92
18415	Safety-K	Safety-Kleen Systems	11/7/2019	True	Maintenance on Parts Washer	\$506.84
18416	UB*02515	Satori, Ronald & Cynthia	11/7/2019	True	Refund Check	\$351.23
18417	TUO01	Tuo. Co. Public Power Agency	11/7/2019	True	Public Power Purchase	\$11,870.29
18418	TWO1	Two Guys Pizza	11/7/2019	True	Highlands Water break	\$70.84
18419	ups9	UPS	11/7/2019	True	Shipping Charges to Calgon Corp	\$16.28
		November DD Payroll				\$53,216.82

Total AP \$397,425.79



**BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** December 10, 2019

**SUBJECT:** Agenda Item 4D: Adoption of a Resolution Awarding a Purchase Contract to Zima Corporation, Kusters Water Division for the Fabrication and Supply of the Replacement Wastewater Treatment Plant Headworks Screen

**RECOMMENDED ACTION**

*Adopt the Resolution Awarding a Purchase Contract to Zima Corporation, Kusters Water Division in the Amount of \$144,000 for the Fabrication and Supply of the Replacement Wastewater Treatment Plant Headworks Screen System*

**BACKGROUND:**

The GCSO Wastewater Treatment Facility's (WWTF) headworks screens have reached the end of their useful life and need to be replaced. The District would like to procure two new screens and two screenings washer/compactors to replace the existing equipment. AM Consulting Engineers, Inc. prepared technical specifications for the supply of two rotary drum screens and two screenings washers/compactors. A request for proposals was sent to three equipment suppliers on Wednesday, October 23, 2019 and bids were received on November 15, 2019.

**DISCUSSION:**

A total of 3 bids were received at the GCSO office on November 15, 2019. The low bid was submitted by Kusters Water in the amount of \$144,000.00. AM Consulting Engineers has reviewed the equipment specifications and references provided and confirmed that the equipment proposed by Kusters Water is acceptable and meets the requirements for this installation. The bid results were as listed:

<b><u>Contractor</u></b>	<b><u>Total Bid</u></b>
Kusters Water Division	\$144,000.00
WesTech	\$190,078.00
Parkson Corporation	\$243,980.00

**FISCAL IMPACT:**

Purchase costs for this equipment is covered by the wastewater project loan and the installation cost of which will be included in a 2019/20 budget amendment to be presented to the Board once a solid engineer's construction cost estimate is secured, likely February 2020.

**ATTACHMENTS**

1. Resolution approving contract award and budget amendment
2. Equipment Photos for representation

# INTERNALLY FED DRUM SCREEN



The highly efficient Internally Fed Drum Screen offers low water usage and low energy consumption, while maximizing screening efficiency.

## FEATURES

- Rugged stainless steel construction
- Completely enclosed
- Screenings positively conveyed to discharge point
- Ease of maintenance
- Indoor or outdoor installation
- Automatic Integral overflow with alarm and separate outlet prevents contamination of filtered effluent
- Multiple influent pipe designs for various applications
- Perforations from 0.5 to 4.0 mm. (Wedge wire on request)

## BENEFITS

- Stronger and more efficient than wedge wire designs
- Low water usage due to a specially designed drum cleaning system
- Low energy consumption
- Low maintenance costs
- No seals or slots to allow bypassing of solids

## PRINCIPLE OF OPERATION

Influent to the drum is controlled by means of various inlet pipe designs, based on the type of material processed and flow rate required, which distribute the influent over a large area of the drum to ensure efficient use of the drum open area. As the drum rotates, screened fluid passes thru the perforations and drops into the water collection trough underneath the drum and is then discharged. Solids are retained within the drum and are dewatered as they are moved to the elevated end of the drum by the internal flights. The screenings are then discharged into a dumpster, conveyor, or compactor. The perforated drum is continuously cleaned by means of a friction driven brush. An external spray bar is also supplied to allow intermittent spray cleaning if required.

## APPLICATIONS

Raw Sewage Screening

Sludge Dewatering

Pulp and Paper Mills

MBR Protection

Food Processing

## MATERIAL

Drum: 304 or 316 stainless steel

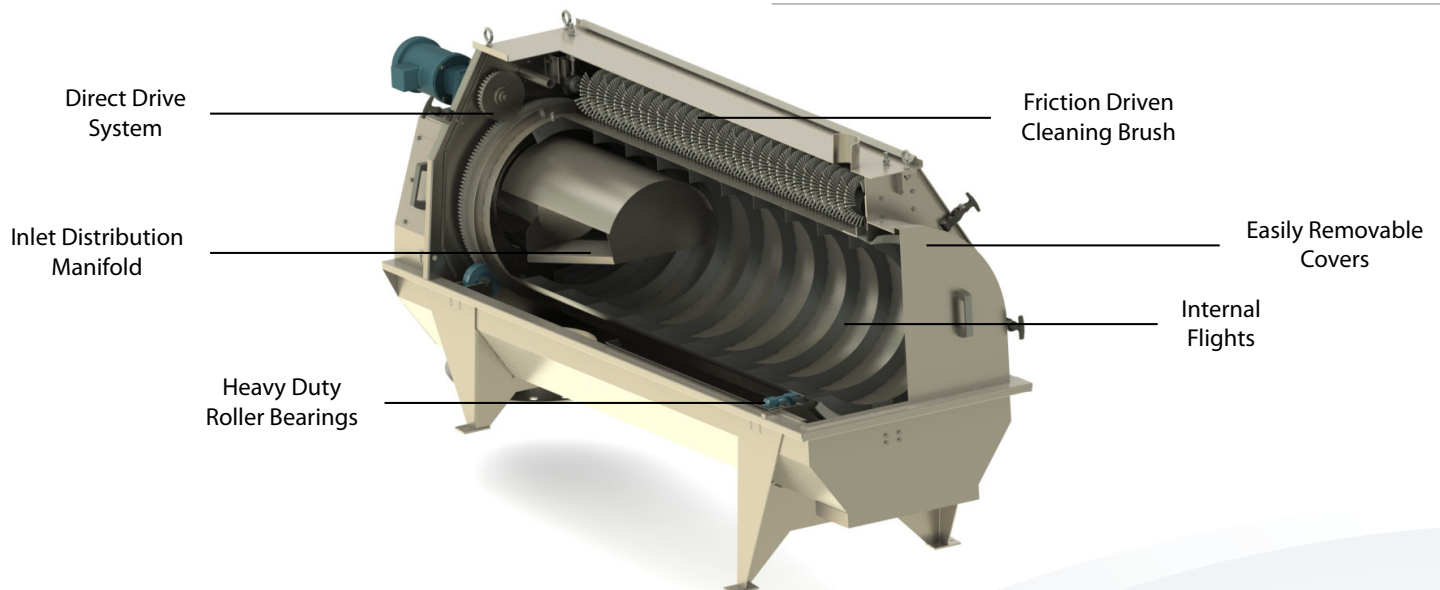
Housing: 304 or 316 stainless steel

Inlet pipe: 304 or 316 stainless steel

Access covers: Molded ABS thermoplastic or SSSL

Brush: Polyethylene

Spray Bar: 304 or 316 stainless steel



For more information call **864.576.0660**  
or visit **kusterswater.com**





# SCREENINGS WASHER COMPACTOR



The Kusters Water ProTechtor™ Screenings Washer Compactor is known for its reliable operation and robust design. The washer compactor significantly reduces screenings volume while simultaneously removing organic content, resulting in cleaned and dried screenings. All ProTechtor™ products are US Manufactured at Kusters Water's ISO 9001:2008 certified facility.

## FEATURES

- Rugged stainless steel construction
- Indoor or outdoor installation
- Durable Hardox 400 screw for long life
- Shafted screw design for greater compaction strength
- Heavy duty spherical shaft bearing
- Integral washing system

## OPTIONS

- Agitator with soaking zone
- Outlet with hydraulic backpressure device
- Outlet with adjustable backpressure device

## BENEFITS

- High reliability, low maintenance costs
- Reduction of waste disposal costs by minimizing volume and weight of screenings
- Easily adapted to suit existing installations

 **KUSTERS WATER**  
a division of ZIMA corporation

**RESOLUTION 50-2019**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AWARDING A PURCHASE CONTRACT TO ZIMA CORPORATION, KUSTERS WATER DIVISION FOR THE FABRICATION AND SUPPLY OF THE REPLACEMENT WASTEWATER TREATMENT PLANT HEADWORKS SCREEN**

**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**, GCSD Wastewater Treatment Facility's (WWTF) headworks screens have reached the end of their useful life and need to be replaced; and

**WHEREAS**, AM Consulting Engineers, Inc. prepared plans for the Wastewater Treatment Plant Headworks Screen; and

**WHEREAS**, the project equipment plans were sent to qualified equipment vendors on October 23, 2019. Plans were distributed to three (3) equipment vendors and bids were received on November 15, 2019; and

**WHEREAS**, District Engineer has reviewed the bids received and has determined that Zima Corporation, Kusters Water Division has delivered a proposal for equipment meeting the project specifications and the lowest responsive bid.

**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 lowest bidder Zima Corporation, Kusters Water Division.
2. The General Manager is authorized to execute the equipment fabrication and supply contract with Zima Corporation, Kusters Water Division in the amount of \$144,000.00 and once fully executed, shall be attached hereto as Exhibit A.
3. The General Manager is authorized to negotiate Contract 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 change orders that result in a comparable work product.
5. The General Manager is authorized to 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 progress 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 December 10, 2019, by the following vote:

AYES: Directors

NOES:

ABSTAIN:

ABSENT:



ATTEST:

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Jennifer Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

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

DATED: \_\_\_\_\_



**BOARD MEETING AGENDA SUBMITTAL**

**TO: GCS D Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: December 10, 2019**

**SUBJECT: Agenda Item 6A: Adoption of a Resolution Approving the Agreement between Groveland Community Services District and Moyle Excavation, Inc. for the Rattlesnake Creek Sewer Replacement Project and Approving an Associated Budget Amendment**

---

**RECOMMENDED ACTION**

*Adopt the Resolution Approving the Agreement between Groveland Community Services District and Moyle Excavation, Inc. for the Rattlesnake Creek Sewer Replacement Project and Approving an Associated Budget Amendment*

**BACKGROUND**

The segment of pipe, from manhole 33 to manhole 1A, that crosses beneath rattlesnake creek has heavily deteriorated, ruptured and experienced in the past a serious blockage/sewer overflow. This failure was verified during the closed-circuit television inspection of the District's sanitary sewer system. The proposed project will construct a new manhole and will remove/replace the existing ±60 LF of failed 6" sewer pipeline with a new 6" SDR 35 PCV pipe. A casing (or carrier pipe) will be installed under the creek, to allow the new pipe to be installed inside, and replaced in the future without digging up the creek.

AM Consulting Engineers, Inc. prepared plans for the lift station 16 pipeline improvements. The project was sent to the District's list of interested contractors on Monday, October 28, 2019. Plans were distributed to twelve general contractors and bids were received on November 21, 2019.

**DISCUSSION:**

A total of 5 bids were received at the GCS D office on November 21, 2019. The low bid was submitted by Moyle Excavation, Inc. in the amount of \$40,150.00. The bid results were as listed:

<b><u>Contractor</u></b>	<b><u>Total Bid</u></b>
Moyle Excavation, Inc.	\$40,150.00
Njirich & Sons, Inc.	\$53,700.00
Smith Construction Co., Inc.	\$59,572.25
RTC Construction Man., Inc.	\$72,969.00
Sierra Mountain Construction, Inc.	\$105,000.00

**FISCAL IMPACT:**

Construction costs for this project will be covered in part by the remaining Lift Station 16 IRWMP grant funds (\$18,775.26) and the remainder (\$21,374.74) will be covered by the Districts sewer capital outlay budget.

**ATTACHMENTS**

1. Resolution approving contract award and budget amendment
2. Project plan



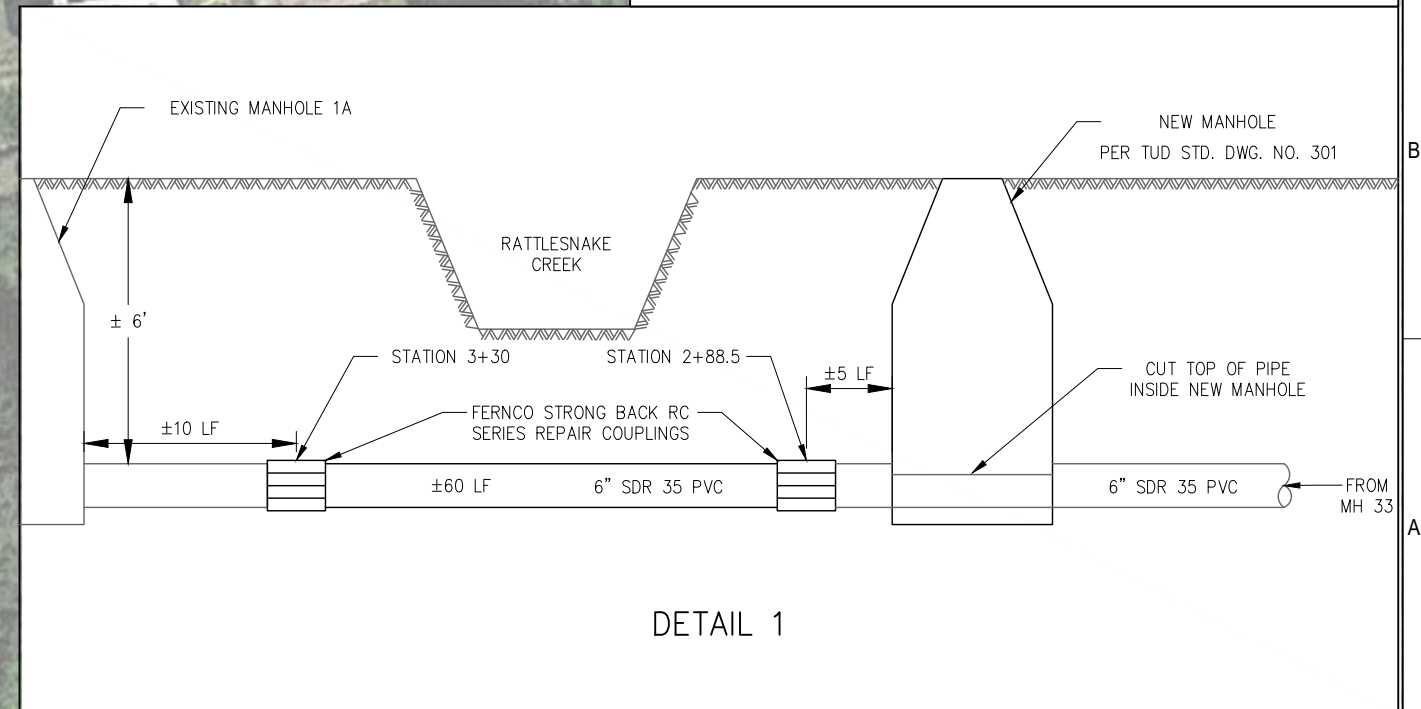
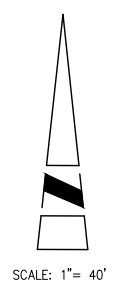


**GENERAL NOTES**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ON-SITE IMPROVEMENTS DAMAGED DURING CONSTRUCTION AND FOR THEIR REPAIR OR REPLACEMENT.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE HEALTH AND SAFETY LAWS OF THE STATE OF CALIFORNIA, DIVISION OF INDUSTRIAL SAFETY.
3. ALL LOCATIONS, ELEVATIONS, AND DIMENSIONS OF EXISTING PIPELINES, STRUCTURES AND OTHER EXISTING FACILITIES WERE TAKEN FROM AVAILABLE RECORD DRAWINGS AND/OR MEASURED WHERE ACCESSIBLE. INFORMATION FROM AVAILABLE RECORD DRAWINGS CANNOT BE GUARANTEED FOR ACCURACY OR COMPLETENESS. THE CONTRACTOR SHALL LOCATED, FIELD VERIFY, PROTECT AND MAINTAIN ALL EXISTING UTILITIES, CONNECTIONS ETC. WHETHER OR NOT SHOWN.
4. THE CONTRACTOR SHALL NOTIFY THE UNDERGROUND SERVICE ALERT (USA) 48 HOURS IN ADVANCE OF PERFORMING EXCAVATION WORK FOR LOCATION OF UTILITIES BY CALLING 1-800-227-2600.
5. CONTRACTOR SHALL REPLACE EXISTING CURBS, SWALE, PIPING, PAVING, GRASS, FENCE AND OTHER IMPROVEMENTS THAT ARE DISTURBED, REMOVED OR DAMAGED DURING CONSTRUCTION. REPLACE IN KIND.
6. RESTORE PAVEMENT AND UNPAVED AREAS TO EXISTING CONTOURS.
7. THE CONTRACTOR SHALL NOTIFY THE FOLLOWING UTILITY COMPANIES A MINIMUM OF FOUR DAYS PRIOR TO BEGINNING PIPELINE EXCAVATION. PERSONS AND TELEPHONE NUMBERS TO CONTACT SHALL BE CONFIRMED AT PRECONSTRUCTION MEETING.

**CONSTRUCTION NOTES**

1. CONTRACTOR SHALL REMOVE AND DISPOSE OF VEGETATION NECESSARY TO INSTALL NEW SEWER LINE
2. CONTRACTOR SHALL PROVIDE TEMPORARY BYPASS OF RATTLESNAKE CREEK



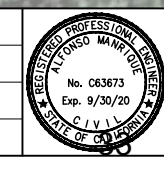
DETAIL 1

REV	DATE	DESCRIPTION	APPR
1			

**VERIFY SCALES**  
 BAR IS ONE INCH ON ORIGINAL DRAWING  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

DESIGNED BY: **AM**  
 DRAWN BY: **BC**  
 CHECKED BY: **AM**  
 DATE: **10/16/2019**

PROJECT ENGINEER: **ALFONSO MANRIQUE**  
 REG NUMBER: **C63673**  
 EXP DATE: **09/30/20**  
 PROJECT NUMBER:  
 CADD STANDARDS



**cm Consulting Engineers**  
 5150 N. SIXTH ST SUITE 124, FRESNO, CA  
 P.559.473.1371 F.559.513.8449

GROVELAND CSD LIFT STATION 16 IMPROVEMENTS		DRAWING	1
RATTLESNAKE CREEK CROSSING REPLACEMENT		SHEET	1
		OF 1 SHEETS	



**RESOLUTION 53-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE AGREEMENT BETWEEN GROVELAND COMMUNITY SERVICES DISTRICT AND MOYLE EXCAVATION, INC. FOR THE RATTLESNAKE CREEK SEWER REPLACEMENT PROJECT AND APPROVING AN ASSOCIATED BUDGET AMENDMENT**

**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**, a failure in a segment of pipe was verified during the closed-circuit television inspection of the District's sanitary sewer system; and

**WHEREAS**, AM Consulting Engineers, Inc. prepared plans for the lift station 16 pipeline improvements; and

**WHEREAS**, the project was sent to the District's list of interested contractors on, October 28, 2019. Plans were distributed to twelve general contractors and bids were received on November 21, 2019; and

**WHEREAS**, District Engineer has reviewed the bids received and has determined that Moyle Excavation, Inc. has delivered the lowest responsive bid.

**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 lowest bidder Moyle Excavation, Inc.
2. The General Manager is authorized to execute the construction contract with low bidder Moyle Excavation, Inc. in the amount of \$40,150.00 after Contractor's Performance and Payment Bonds are received, and once fully executed, shall be attached hereto as Exhibit A.
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 orders 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 progress 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 December 10, 2019, by the following vote:

AYES: Directors  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Jennifer Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on December 10, 2019.

DATED: \_\_\_\_\_



**TO: GCSB Board of Directors**

**FROM: Jennifer Flores, Administrative Services Manager**

**DATE: December 10, 2019**

**SUBJECT: Agenda Item 6B: Adoption of a Resolution Approving District Employee Health Plan for Calendar Year 2020**

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**RECOMMENDED ACTION**

*Adopt the Resolution Approving District Employee Health Plan for Calendar Year 2020*

**BACKGROUND**

The District brokers with Sues Insurance Services for its employee health, dental, and vision insurance benefits. This time each year, Sues provides the District with what changes are planned for the upcoming calendar year with regard to the existing plan such as cost increase, as well as shops around to provide the District with alternative options.

Compared to the industry standard (competitor) CalPERS Blue Cross insurance, the District currently has a relatively high deductible, high max out of pocket plan:

- Employee Only – Annual \$750 deductible and the maximum out of pocket of \$7,000
- Employee plus Family – Annual \$750 deductible for the employee, plus \$750 for each of the next two family members; max out of pocket \$14,000 for a family.

Also, we were informed that for the same Blue Cross plan, the cost was increasing by 7.5% for 2020, and the benefits were decreasing in terms of increasing deductibles and maximum out-of-pocket employee payments. Through the District’s process of interviewing candidates for recent positions, concern was raised by qualified and desired candidates about losing switching to the GCSB Blue Cross plan.

As a result of lack of competitiveness with CalPERS Blue Cross coupled with increasing base insurance costs, staff directed Sues Insurance Services to provide the District with options that would bring the employee’s potential financial exposure down, while at the same time working within the District’s budget.

Before the Board today is an alternative health insurance plan option that will allow the District to likely reduce medical insurance costs and at the same time provide a better benefit structure to current and prospective employees. This new plan will still be through Anthem Blue Cross, but with a much higher employee deductible and other out-of-pocket expenses; resulting in a lower insurance premium cost to the District. The new plan proposes for GCSB to “self-insure” and fund the increase in employee cost through a

Third-Party Administrator; E.D.I.S. and making the insurance very competitive with PERS. This new plan structure will provide the employees with the deductible maintained at \$750 and a new max out of pocket of \$1,920 for employee only and a \$750 deductible for one additional family member, with a max out of pocket of \$3,840 for a family.

The Self-Funded approach will provide the District with a lower potential budget expense and a better benefit structure. The only potential disadvantage is a higher potential budget expense if the employee utilization of health insurance is more than projected. The proposal provided by E.D.I.S. lists their projected claims for the District given the age and demographics of the group. E.D.I.S. has stated that most of their clients fall within 10% +/- of the claims projected. As added protection, the District has, while maintaining insurance costs within the current budget, doubled the reserves requested by E.D.I.S. to set aside for potential claims made by benefit eligible District employees.

As discussed above, the only risk to the District financially is if a much higher percentage of employees begin to use the insurance, then the out of pocket cost to the District could potentially increase. The Employer's Maximum Payment is \$4,680 for individual and \$9,360 for family, worst case scenario. Since there is no long term commitment to this insurance, in the event of increased cost, management will return to the Board with alternate insurance proposals.

#### **Financial Summary:**

- Current Anthem Gold Monthly Health Insurance Premium Expense: \$23,272
- Renewal Anthem Gold Monthly Health Insurance Premium Expense: \$25,070 (1-1-2020)
- Alternative Proposed: Anthem Bronze + E.D.I.S.
  - Monthly Health Insurance + Self-Funded Premium Expense:
    - Monthly Health Insurance Premium: **\$17,679**
    - Projected Monthly Claims: \$1,480 (plus contingency for monthly claims of \$1,480 = **\$2,960**)
    - **Total Monthly Health Insurance = \$20,639** (\$17,679 Premium + \$1,480 Estimated Claims Expense + \$1,480 Claims Contingency)
    - Estimated potential savings of \$4,431 monthly, \$53,172 annual

#### **ATTACHMENTS**

1. Resolution
2. Medical Schedule of Benefits



**Schedule of Benefits**

For

**Groveland Community Services District**

with Anthem Bronze PPO \$6,600/0% w/HSA deductible plan

Effective 01/01/2020 PENDING

The Employer's Maximum Payment is \$4,680 for individual and \$9,360 for family. Any remaining balance is the member's responsibility.

In Network Benefits under the Carrier Plan Deductible are self-funded and shared by the Member & Employer

**PHASE 1 – Claims applied to Carrier Deductible**

BENEFIT	Employee Pays	Employer Pays
<b>DEDUCTIBLE</b>	\$750 Individual/\$1500 Family	\$0
<b>PHYSICIAN OFFICE VISITS</b>	\$30 copay	100% after copay
<b>SPECIALIST OFFICE VISITS</b>	\$55 copay	100% after copay
<b>LAB</b>	\$30 copay	100% after copay
<b>X-RAY</b>	\$55 copay	100% after copay
<b>COMPLEX IMAGING</b>	20%	80%
<b>INPATIENT HOSPITAL</b>		
Hospital Services:	20%	80%
Physician & Professional Services:	20%	80%
<b>OUTPATIENT HOSPITAL</b>		
Hospital Services:	20%	80%
Physician & Professional Services:	20%	80%
Emergency Room:	20%	80%
<b>OUTPATIENT SURGERY</b>	20%	80%
<b>URGENT CARE</b>	\$55 copay	100% after copay
<b>PRESCRIPTION DRUG COVERAGE</b> (1) \$250/\$500 RX deductible applies to Tiers 2, 3 & 4	Tier 1 \$15 deductible waived \$250/\$500 RX deductible Tier 2 \$40 Tier 3 \$80/Tier 4 30%	100% after copay
<b>MENTAL HEALTH (other than SMI)</b> *Subject to Carrier limitations		
Inpatient services:	20%	80%
Outpatient services:	20%	80%
<b>AMBULANCE</b>	20%	80%
<b>PHYSICAL, OCCUPATIONAL &amp; SPEECH THERAPY VISITS</b>	20%	80%
<b>CHIROPRACTIC THERAPY</b>	20%	80%
<b>ACUPUNCTURE SERVICES</b>	20%	80%
<b>DURABLE MEDICAL EQUIPMENT</b> (Please refer to the Evidence of Coverage for more information)	20%	80%
<b>ALL OTHER SERVICES &amp; SUPPLIES</b>	20%	80%

**Not subject to annual Carrier Deductible for these Benefits**

	Employee Pays	Carrier Pays
<b>ROUTINE ADULT PHYSICAL / WELL CHILD / WOMEN'S HEALTH</b>	0%	100%

**Phase 2 Benefits after the Carrier Deductible**

	Employee Pays	Carrier Pays
<b>MEDICAL</b> (Refer to Carrier plan for applicable copays)	0%	100%
<b>PRESCRIPTION DRUG COVERAGE</b> (1) Tier 1-4 0%	0%	100%

**TOTAL OUT OF POCKET MAXIMUM**

	Employee	Family
<b>UNDER CARRIER DEDUCTIBLE</b>	\$1,920	\$3,840
<b>AFTER CARRIER DEDUCTIBLE</b>	\$ 0	\$ 0
<b>TOTAL</b>	\$1,920	\$3,840

This is a summary of the most frequently asked-about benefits. This document is a summary of your benefits and is not meant to thoroughly explain the benefits, cost sharing, out-of-pocket maximums, exclusions, or limitations nor does it list all benefits and cost sharing. For more detailed information about the carrier benefits, please refer to your Evidence of Coverage booklet.

(1) The four Rx Tiers are Tier 1) Generic Formulary; Tier 2) Brand Formulary; Tier 3) Brand Non-formulary; Tier 4) Specialty Drugs/Injectables.

**RESOLUTION  
54-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND  
COMMUNITY SERVICES DISTRICT APPROVING DISTRICT EMPLOYEE  
HEALTH PLAN FOR CALENDAR YEAR 2020**

**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 brokers with Sues Insurance Services for its employee health, dental, and vision insurance benefits; and

**WHEREAS**, in December annually, Sues provides insurance benefit costs and options for the upcoming year, and has estimated an approximate 7% increase for the same insurance benefits for the 2020 calendar year, and has therefore provided the District with alternative options ; and

**WHEREAS**, an alternative health insurance plan option was identified that is projected to reduce medical insurance costs and at the same time provide a better benefit structure to current and prospective employees; and

**WHEREAS**, the alternative plan includes the Anthem Blue Cross Bronze insurance with a higher employee deductible to reduce fixed cost, and proposes for GCSD to “self-insure” and fund the increase in employee deductible and other cost through a Third-Party Administrator; E.D.I.S.; and

**WHEREAS**, the high deductible/self-funded approach is projected to result in a lower budget expense and a better benefit structure which supports the Board’s goals of stabilizing and improving the Distict’s financial position and ability to attract and retain excellent employees; and

**WHEREAS**, the cost of the alternative medical insurance plan is covered within the amounts included in the 2019/20 fiscal year budget, and no changes are proposed to the dental, vision and life insurance coverages provided.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY APPROVE** the Alternative Medical Insurance Program for calendar year 2020 as included in Exhibit A attached hereto.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on December 10, 2019, by the following vote:

AYES: Directors

NOES:

ABSTAI

ABSENT:

ATTEST:

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Jennifer Flores, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on December 10, 2019.

DATED: \_\_\_\_\_

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** December 10, 2019

**SUBJECT: Agenda Item 6C: Review and Approve Updated District Management Objectives**

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**RECOMMENDED ACTION**

*Adopt the following motion:*

*I move to direct the General Manager to prepare final draft management objectives containing estimated completion timelines for approval in January 2020.*

**BACKGROUND**

The Board has begun the process of updating its primary goals and associated management objectives. A rushed status update for the 2019/20 objectives was provided in October, and the General Manager was to return in December 2019 with a first draft of updated objectives; which are attached. At this time, no completion dates are included until we collectively discuss and understand the intent of the objectives, their complexity and level of effort.

In this round of objectives, management has removed some of the ongoing and obvious regular performance criteria such as budgeted project implementation, budget development, general outreach items and similar.

At this meeting, staff proposes to:

1. Review the status of 2019/20 management objectives to ensure clarity
2. Review the draft 2020-2022 objectives and identify gaps, needs and understanding
  - a. Discuss priorities and initial draft completion timelines

- 1) Board Goal - Support Staff by providing a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees
  - a) Develop a 2019/20 budget that implements the results of the compensation and classification study (September 1, 2019)
  - b) Negotiate an MOU with Operating Engineers Local #3 that represents the interests and needs of the District (September 2019)
  - c) Complete the updates of the classifications and core responsibilities for each district position (August 2019)
  - d) Establish a plan for implementation of the Operations Supervisor (Superintendent) position (September 2019)
  
- 2) Board Goal Related to Policies - Propose new and amended policies and updated Ordinances that support accomplishment of management objectives and provide the framework for efficient operations
  - a) Complete the Sewer Ordinance Update (August 2019)
  - b) Water Ordinance Update (November 2019)
  - c) Develop New Financial Reserve Policies (All Services, June 30, 2020)
    - (1) Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amounts
  
- 3) Board Goal to Support Facilities and Operations - Plan, fund and implement improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations
  - a) Complete updated water and sewer master plans and Capital Improvement Plans (June 30, 2020)
    - (1) Contract for Water and Wastewater System Connection Fee Study
  - b) Complete the state grant funded Downtown BOF/Groveland wastewater system improvement planning project (June 2019)
    - (1) Only adoption of Mitigated Negative Declaration remains; completes construction grant/loan application
  - c) Service Downtown BOF/Groveland water system grant/loan application (Ongoing until contract issued)
    - (1) Contract for survey and property appraisals for easement acquisitions for water and sewer projects; prepare for condemnation proceedings if

needed

d) Develop Capital Improvement/Replacement Plans for fire and park services (June 30, 2020)

e) Complete Upgrade and Standardization of District technology; hardware and software to industry standards (December 31, 2019)

(1) SCADA

(2) All Servers, PCs and related hardware/software

f) Digitize District maps (June 30, 2020)

g) Purchase and Implement Asset Management and maintenance software (Purchased February 2019)

h) Complete Wastewater Plant Flume Renovation Project and close out grants (December 31, 2019)

i) Implement budgeted capital improvement projects including:

- WWTP Reservoir 1 Valve and Vault Replacement Project (August 2019)
- Fire Station driveway approach (June 30, 2019)
- Big Creek pump replacement (July 2019)

j) Administration Office parking lot and driveway; park parking lot engineering evaluation and improvement plan development (June 30, 2019)

k) Assist in planning and implementation of fundraising efforts for Fire SCBA fill station (August 2019)

(1) Purchase and install SCBA station

l) Complete the Fire Department Master Plan Update and Development Impact Study (September 2019)

m) Plan and secure funding for the GRACE (Park Enhancement) project (August 2020)

n) Plan, fund and implement the State Parks funded Per Capita Grant Improvements (Funding October 2019, Implementation December 31, 2020)

o) Develop a long-term Park Service Funding Plan (December 31, 2019)

- p) Facilitate and support the County's development of the Community Resiliency Center in Groveland (Ongoing)
- 4) Board Goal: Support Customer Relations and Outreach – Improve the image of the District and treatment of employees through a variety of actions that raise public awareness of the good work of the District
- a) Develop and publish press releases and articles on accomplishments (Ongoing)
  - b) Increase the engagement of public participation on key issues (June 30, 2020 completion of fire and park planning processes)
  - c) Continue a social media presence (ongoing)
  - d) Achieve SDLF Transparency Certification (July 2019)
- 5) Board Goals Related to District Finances – Ensure that the District has adequate financial plans to invest in long term infrastructure improvements, achieve regulatory compliance, protect public and employee health and safety, and maintain service cost equity among the generations of our customers.
- a) Develop a comprehensive 2019/20 FY Budget – Evaluate financial history and budgetary performance, opportunities for improved efficiencies and planning for the future, develop a budget that ensures financial stability (September 1, 2019)
  - b) Complete a new water rate study (March 2020)
  - c) Develop a plan to assure the financial viability of the fire and parks departments (March 2020)
    - (1) Participate and coordinate in development of countywide funding measure and allocation to GCSD Fire (March 2020)
    - (2) Hire consultant to evaluate options for a local funding measure to fill funding gap if countywide measure does not support the cost of operations (March 2020)
- 6) Board Goal Related to District Administration – Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services.
- a) Develop and update management objectives (ongoing and annual in May)
  - b) Fully implement and publish Board Norms and Protocol (October 2019)
  - c) Fully Implement the adopted Communications plan – internal and external (December 2019)
  - d) Establish a technology management strategy, policies, and procedures (December 31, 2019)
  - e) Create a New Customer Information packet (October 2019)
  - f) Create a Records Management System (December 31, 2019, full implementation may take two years or more)



### **Support Staff**

We will take action to provide a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees

*To Accomplish this Goal, GCSD Management Will:*

- 1) Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position
- 2) Develop an Employee Excellence Program that epitomizes the culture of excellence at GCSD and formalizing management strategies including Intern use, recruitment process, employee onboarding and development, performance measurement, advancement and promotion, succession planning and incentive pay
- 3) Create and add to the Board Orientation Program a Board member development plan to include recommended learning path and schedule, training and conference attendance, certification

### **Policy Governance**

The Board will adopt new and amended policies and updated Ordinances that support accomplishment of management objectives and provide the framework for efficient operations

*To Accomplish this Goal, GCSD Management Will:*

- 4) Complete the Sewer Ordinance Update (First priority)
- 5) Complete the Water and Park Ordinance Updates
- 6) Develop New Financial Reserve Policies (All Services)
- 7) Ensure monthly progress on the update of the Operating policies and procedures manual to the new format, including the creation of associated implementation procedures and tasks

### **Support Facilities and Operations**

Based on professional evaluation and competent management recommendations, the Board will plan, approve funding for and ensure implementation of improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations

*To Accomplish this Goal, GCS D Management Will:*

- 8) Complete updated water and sewer master plans
- 9) Secure state funding agreement for Downtown BOF/Groveland water and sewer system; Clearwell Rehabilitation grant/loan application
- 10) Prepare project proposal for county selection for the 2019/20 Community Development Block Grant (CDBG) funding
- 11) Develop and implement a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance management data
- 12) Implement the SEMS asset/maintenance management software program
- 13) Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs
- 14) Identify, inventory and develop a plan for full update of the water and sewer system maps and related digital files
- 15) Complete the Fire Department Master Plan Update and Development Impact Study
- 16) Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process
- 17) Plan, fund and implement the State Parks funded Per Capita Grant Improvements

## **Support Customer Relations and Outreach**

The Board intends to improve the image of the District and treatment of employees through a variety of actions that raise public awareness of the good work of the District

*To Accomplish this Goal, GCS D Management Will:*

- 18) Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent
- 19) Establish a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department
- 20) Increase our social media presence by increasing engagement by 20%
- 21) Achieve District of Distinction Accreditation (Platinum Level)
- 22) Improve customer interaction technologies and methods to simplify and increase payment speed and security, precise and timely notification of account issues and

emergencies, and improve water management

## **District Services and Finances**

The Board will ensure that the District has adequate financial plans to invest in long term infrastructure improvements and equipment replacement, achieve high service standards and regulatory compliance, protect public and employee health and safety, and maintain service cost equity among the generations of our customers.

*To Accomplish this Goal, GCSD Management Will:*

- 23) Develop a Fire service funding measure for approval by voters within the District
- 24) Complete the Water, Sewer, Park and Fire Department Capital Improvement/Replacement Programs for Board approval
- 25) Complete a reserve study for each service that supports long term operation and the CIP
- 26) Complete an impact/connection fee study and establish updated associated fees and charges
- 27) Develop a long-term Park Service Funding Plan
- 28) Develop a plan and schedule for an updated water rate study
- 29) Develop reports on reserves and connection/capacity fee expenditures and present annually

## **District Administration**

The Board will provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services.

*To Accomplish this Goal, GCSD Management Will:*

- 30) Develop and update management objectives
- 31) Establish a written technology management strategy, policies, and procedures
- 32) Conduct a records inventory and establish appropriate records categories
- 33) Evaluate and implement systems and technologies for records and data management



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** December 10, 2019

**SUBJECT: Agenda Item 6D: Selection of the President and Vice President of the Board of Directors for the 2020 Calendar Year**

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### **RECOMMENDED ACTION**

*Adopt a motion to:*

- 1. Nominate and elect Board President for Calendar Year 2020*
- 2. Nominate and elect Board Vice President for Calendar Year 2020*
- 3. Appoint Jennifer Flores to be the District's Board Secretary*

### **BACKGROUND**

According to Section 3.1 of the Policy Manual of the Board of Directors, adopted by Board Resolution 15-04 on December 8, 2004, the Board shall annually elect the Board President and Vice President for each calendar year. Normally this is done in December. By Board policy, the General Manager or his designee shall perform the duties of Treasurer. The General Manager recommends that Jennifer Flores continue as the District's Board Secretary. These appointments will become effective at the January 8th meeting.