

WORKSHOP MEETING AGENDA

October 27, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW **IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

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

- The District office is open to the public at this time from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm).
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Computer: 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 (669) 900-9128. Enter the Meeting ID# 768 807 0165 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# 768 807 0165.

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 768 807 0165.

HOW TO SUBMIT PUBLIC COMMENTS:

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

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to board@gcsd.org, and write "Public Comment" in the subject line. Once you have joined the

Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

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

PUBLIC RECORDS:

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

WORKSHOP AGENDA

October 27, 2020

10:00 a.m.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call of Board Members

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

4. 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. Review and Discussion of the District's (Land) Development Policies and Processes Including Participation in County Land Use Planning Processes

5. Discussion and Action Items

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

- A. Presentation of a 1st Quarter 2020-2021 FY Financial Statement
- B. Review and Update of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

6. Adjournment



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 27, 2020

SUBJECT: Agenda Item 4A. Review and Discussion of the District's (Land) Development Policies and Processes Including Participation in County Land Use Planning Processes

RECOMMENDED ACTION:

This is an information item only, however the Board may provide direction to staff related to any recommended future policy amendments related to new development.

BACKGROUND:

The purpose of this discussion is to discuss the District's role in reviewing and approving local land development projects, such as those seeking a rezoning, conditional use permit, project development environmental review, subdivisions and other land entitlement actions. Included with this agenda item are several existing district policies related to land development. We will use the recently circulated Yonder Yosemite project as a working example. Since this policy series was adopted in 2010 during planning for Long Gulch Ranch, this review is the perfect opportunity to determine if future policy modifications are necessary.

1. Our policy 601 attached outlines the District's process for approving service to projects. We have the developer start with an application for service from which we determine service demand, which then determined whether or not the preparation of a sub area master plan (SAMP) is necessary to determine impacts to services and to ensure the project EIR prepared through the county process considers all of the service impacts identified in the SAMP.
2. The county requires the developer to prepare the EIR, in our case since Yonder Yosemite is in the GCSB boundaries and they are receiving water and sewer service from us as well, the EIR is integrated into our policies. Our response to the county (current stakeholder notification) will require that the developer complete a sub area master plan prior to preparation of the EIR for the project.
3. Procedure 600H attached describes the sub area master plan process. Remember, these policies were adopted to address a land development plan which would have

doubled the District size in terms of water and sewer customers, so the sub area plan was very important to make sure we identified impacts to services. The SAMP for this project may not be so complicated.

4. Attached policy 608 states the requirements that the developer must design and build the improvements to our standards; and once they do so, that we will accept the (public) improvements into our system for ownership and operation into the future.
5. Attached Policy 603 outlines the four primary steps in the improvement planning, design and construction process:

- A. Preliminary Information Exchange & Indemnification
- B. Feasibility Study (Sub-Area Master Plan) and Environmental Documentation
- C. Final Design and Construction
- D. Performance Guarantee Period

ATTACHMENTS:

1. Policies 601, 603, 608 and Procedure 600H

601 DISTRICT'S INTENT OF DEVELOPMENT POLICY

601.1 Introduction

Residential and commercial development is an on-going process in the District. The intent of this section is to establish the policies that the Board of Directors deems appropriate to assure that development proceeds in a consistent manner under rules that are both fair to the developer and protective of the District's existing customers, both in the short term and long term. The following are the intents of the District Board of Directors ("Board") when considering developments:

1. Developers shall maintain money on account with the District that will be used to pay District staff time and expenses during the review and inspection of the proposed development.
2. When the District is weighing the short-term cost of infrastructure against the long-term cost of operating and maintaining that infrastructure, reducing the long-term infrastructure costs will be deemed more important than saving up-front capital costs by the developer. Important long-term costs to be considered during development planning shall include labor intensity of operating and maintaining the infrastructure and the energy cost of operating the infrastructure.
3. All improvements to the District's existing infrastructure required by the development shall be compatible with the District's existing infrastructure or that which the District knows will be required by regulatory agencies in the future.
4. All infrastructures shall meet existing design criteria, codes and regulations at the time of construction.
5. The capacities of water, wastewater, and reclaimed water systems recommended for the proposed development shall be validated by the District in relation to the capacities and reliabilities of existing and planned District water and wastewater systems. The validation shall be done for the expected build-out of Pine Mountain Lake and other expected developments in combination with the flows expected from the proposed development.
6. The developer shall mitigate any negative impacts on District infrastructure or services caused by the addition of the proposed project into the existing infrastructure.
7. For commercial and residential developments, an instrument of insurance shall be provided to the District to assure that once the development is under construction, the District infrastructure associated with the project will be completed as planned.
8. For large commercial and residential developments, the developer shall demonstrate his ability to properly complete the project by showing he has past experience successfully completing projects similar to that proposed and has the financial depth to complete the project.
9. For large commercial and residential developments, the proposed development shall be connected to the District's wastewater collections and treatment systems or a District-approved alternative.
10. For large commercial and residential developments, if fire flows do not currently meet the requirements of the proposed development, then the developer will be required to expand the capacities of the existing system to meet his development's fire flow requirements.
11. Open area and green belts in the proposed development that may be irrigated shall be plumbed to receive recycled water. The District reserves the right to deliver recycled water and/or apply

other water conservation measures to conserve potable water to the development at the developer's expense.

12. The proposed development shall conform with all aspects of the Tuolumne County General Plan and any applicable Area Plan Amendments to the General Plan. The District will entertain incentive programs proposed by the developer to assist the developer to conform to these plans.
13. If the proposed project must be annexed into the service area of the District, and LAFCO requires the developer to modify his project in a way that changes the design of District-related infrastructure, then the District will require the developer to suspend the annexation proceedings until the District infrastructure issues have been resolved to the District's satisfaction.
14. If a proposed development is to be annexed into the service area of the District, the capacities in the District's existing infrastructures that are reserved for existing parcels within the service area shall not be used by the proposed development. In addition, it is the District's policy to allocate water supply availability and wastewater treatment capacity to undeveloped parcels within its existing service area before identifying additional water supply capacity or wastewater treatment capacity to serve development which is outside the District's existing boundaries but which may be annexed into the District. The developer will be obligated to expand existing capacities in ways that do not induce additional long-term operation and maintenance expenses on existing customers beyond that which might have been expected had the development not been served by the District. In addition, the developer of a project that requires annexation may be required to expand the infrastructure capacity beyond the needs for his proposed development if the additional capacity is required for the long-term infrastructure needs of the District. The District uses Reimbursement Agreements (see Appendix 600-A—Standard Reimbursement Agreement) to reimburse developers for the additional costs associated with the extensions beyond their development needs.
15. If on-going costs of operating and maintaining the infrastructure within a development are higher than the costs associated with the existing infrastructure, then the District shall cover these additional costs by implementing a cost mitigation plan, such as forming an improvement district for the new development so that the existing District customers do not subsidize services provided to the new development.
16. The District shall require the developer to prepare a detailed financial impact analysis as part of the Sub-Area Master Plan. The analysis shall evaluate long-term financial impacts on existing District customers for providing water, wastewater, parks and fire services to the proposed development. The analysis shall also disclose any anticipated additional costs (including the re-allocation of government fund taxes) or reduction in service to existing customers and future customers moving into the new development caused by the development of the proposed project.
17. The developer shall cover the operation and maintenance costs of the project associated with water, wastewater, parks and fire service between the time of the District's acceptance of the project and full build-out of the project, less that portion of the operation and maintenance costs paid by customers who have moved into the new project.
18. If the District Board of Directors is to consider a reduction in service for existing customers to accommodate a new development, then the Board shall hold public hearing(s) to disclose to the public the nature of the reduction in service and to receive input from the public regarding the reduction in service.

601.2 Development Types and Their Associated Processes

For purposes of this policy, the District considers several types of developments and they may be treated differently. The least restrictive development type is the construction of a single residential unit. Development of up to four units (via parcel map) is treated by the District as a single residential unit development. Residential development of more than four units is considered a subdivision (via subdivision map) by the District and has special requirements by the District. Commercial development of less than or equal to 7,200 square feet in floor space is evaluated by the District as though it was a small residential unit development. Commercial development of more than 7,200 square feet of floor space is evaluated by the District as though it was a large subdivision development.

601.3 Variance to Development Policies

Any policy stated in Section 600 may be appealed to the District Board of Directors as a variance.

602 SMALL RESIDENTIAL & COMMERCIAL DEVELOPMENT

602.1 Introduction

The following section lays out the process for developing small residential (four or less lots) and small commercial (less than or equal to 7,200 square feet of floor space) development. Applicants should also review Articles V—*Application for Water Service, No Main* and VI—*Application for Water Service Main Extension* of the District's current Water Ordinance and Articles IV—*Private Sewers To Existing Service Stubs, Classification Of Users, Connection Fees And Charges* and V—*Sewer Main Extensions Including New Sewer Service Stubs* of the District's current Sewer Ordinance prior to submitting the application for development.

602.2 Applicability

Unless a water or sewer main extension is part of a District Capital Improvement Project, the Board, in most cases, expects the applicant for water and/or sewer main extension to complete all design and construction work at his expense. The applicant, or his duly authorized agent, must provide the required application and acceptable plans and specifications, which must be approved by the District prior to commencement of work.

602.3 Water/Sewer Main Extension Application

The applicant must complete the Application for GCSD Service (the template for this application is in Appendix 600-B) prior to initiating work. The application is the initial step a small residential or commercial developer will take. The information provided by the applicant will allow the District to determine if water and/or sewer service is feasible. The District will write a letter to the applicant to indicate if water and/or sewer service to the proposed development project is feasible. At this point, if

- L. Facilities Reimbursement Agreement. If the applicant extends the water and/or sewer mains past parcels or properties that are not currently connected to the District's water and/or sewer service, then the applicant for main extension may request entering into a Facilities Reimbursement Agreement (Appendix 600-A—Standard Reimbursement Agreement) with the District. This agreement allows the District to collect a pro-rata share of the cost for the main extension as new parcels and properties accept water service and reimburse the applicant a proportionate amount of the original cost of the extension. The District may modify the Standard Reimbursement Agreement from time to time without modification to the policies contained herein.

602.7 Water and Sewer Main Extensions by the District for Applicant

The Board and applicant may agree, under special circumstances, to have the District design and construct the water and/or sewer main extension. The terms and conditions of such agreement shall be determined at the time of application by the applicant. The applicant shall advance the amount estimated by the District that the water and/or sewer main extension will cost, after which, the District shall install the line(s). If the amount of the advance deposit exceeds the actual cost of engineering, design, legal, construction, inspection, and other charges attributable to the extension, the balance shall be refunded to the applicant. If the amount of the deposit is insufficient to pay all the costs of engineering, design, legal, construction, inspection and other charges attributable to the extension, the applicant shall pay in advance all such costs to the District prior to the acceptance of the extension by the District.

603 SUBDIVISION & LARGE COMMERCIAL DEVELOPMENT PROCESS

603.1 Introduction

The following section lays out the process for developing residential subdivisions (more than four lots) or large commercial development (more than 7,200 square feet of floor space). Applicants should also review Article VII—*Subdivision* of the District's current Water Ordinance prior to submitting the application for development. The process is divided into the following four major steps:

- A. Preliminary Information Exchange & Indemnification
- B. Feasibility Study (Sub-Area Master Plan) and Environmental Documentation
- C. Final Design and Construction
- D. Performance Guarantee Period

Each of these steps will also require interface with the Tuolumne County Community Development Department. The following outlines the process in each step of the overall development process.

603.2 Step 1: Preliminary Information Exchange & Indemnification

603.2.1 Intent of this Step

The intent of this step is to provide an opportunity for the developer to discuss the general process of development with the District and for the District to provide copies of detailed maps, models, and reports that will assist the Developer in preparing his application with the District. The developer will also be required to sign agreements that indemnify the District and agree to pay for all District costs in processing the developer's application. At this step, no formal Board action is required by the District, unless the development requires annexation.

603.2.2 Step 1 Process

A. Developer Application for GCSD Service and Advanced Funding Agreement

The first action of the developer is to prepare an Application for GCSD Service (Appendix 600-B) that outlines the scope and location of the proposed development and to execute an Advanced Funding Agreement (Appendix 600-F). The Advance Funding Agreement between the developer and the District must be executed by both parties before the District reviews the developer's application. The Advance Funding Agreement will:

1. Provide for the scope of work to be provided by District personnel and consultants in reviewing the application;
2. Estimate the amount of administrative, engineering and legal costs to be incurred by the District in reviewing the application;
3. Provide for a cash deposit to cover those estimated costs with the provision that once the cash deposit is reduced to a specified level, that future work on processing the application by District personnel will not continue until the account balance specified in the Advance Funding Agreement has been restored to the original amount required by the agreement; and
4. Indemnify the District against any action taken by the developer or by any third party against the developer and/or the District for the proposed project.

With this application for service, the developer will pay a non-refundable \$500 administrative fee and \$200 application fee and a \$1,500 engineering review deposit. These fees and deposits may periodically be changed when the Board of Directors amends the Water and Sewer Ordinances. For a complex project, the developer may be required to add to the initial deposit to cover District labor and expense costs needed to complete the activities in this step. If so, the District will provide a cost estimate to complete this phase of work. Any funds left in the deposit at the end of this step will be refunded to developer or credited to the fees required in the next step of the process. Staff shall stop work on the Application for GCSD Service process if the developer does not pay the initial fees and deposits or does not maintain the engineering review deposit funds in a positive balance.

The Application for GCSD Services prepared by the developer shall be posted on the District's website and a copy will be available in the District office for review.

B. District Indemnification

The Developer shall assume all legal and litigation liabilities regarding the development, indemnifying the District. As part of the Application for GCSD Services process and as contained in the Advanced Funding Agreement, the developer shall indemnify and hold the District harmless for activities done by the District in Steps 1 and 2 of the development process. The developer shall indemnify the District against any legal action taken by any third party against the developer and/or the District for the proposed project. Indemnification for activities after Step 2 shall be contained in the formal Development Agreement that takes effect in Step 3.

C. Guarantee of Service

Activities conducted by the District at this stage of the process for the developer shall not be construed as a guarantee of any service empowered by the District to provide. Guaranteeing service shall be agreed to with the execution of the Development Agreement by both parties at the beginning of Step 3 of this process.

D. District Engineering Report on Application for GCSD Services

The District Engineer shall evaluate the developer's Application for GCSD Services and then produce a report which contains applicable maps, models, and reports that will assist the developer in preparing the Sub Area Master Plan (SAMP) and environmental documentation in Step 2 of the process. The information provided by the District will include water and sewer capacities, fire, and park services (and other latent power services that might be provided by the District), future planning by the District, which may impact the developer, and estimated cost of the SAMP and environmental documentation. Further, the report will contain concerns and issues that the District may have regarding District services, capabilities, capacities and future plans related to new development. These concerns will be discussed and revised as needed at least once each year in November or December by the District Board of Directors. Finally, the report will contain a statement that Board policy is that the District will fully expect the County to enforce the County General Plan and associated Area Plan Amendments thereto when they process the developer's application to the County. Furthermore, the District will consider preparing a "Service Availability" letter that will be used by the developer as he initiates the development process with the County. The template for the Service Availability letter is contained in Appendix 600-G.

E. Board Review of Development Proposal if Development Entails Annexation

If the proposed development entails annexation of the development into the District service area, District staff shall bring the Application for GCSD Services and District Engineer's Report to the Board for their review, deliberation, and input. Prior to approval for the developer to continue the project, the Board of Directors shall hold a public hearing to receive and review comments. Then, the Board of Directors may approve the project to go on to the next step in the process or send the application back to the developer for modification and subsequent reevaluation by the Board of Directors.

603.3 Step 2: Preparation of Sub-Area Master Plan & Environmental Documentation

603.3.1 Intent of this Step

The intent of this step is for the developer to prepare the Sub-Area Master Plan (SAMP) and appropriate environmental documentation for the proposed project. Guidelines for preparing the Sub-Area Master Plan are provided in Appendix 600-H. Guidelines for preparing the Environmental Review are contained in Appendix 600-I. These two tasks are done in collaboration with District staff and District consultants hired to assist with technical review. When the SAMP is completed, it will be presented to the District Board of Directors. The Board will also have an opportunity to review and comment on the environmental analyses. The Sub-Area Master Plan is prepared in conjunction with county approval of the developer's entitlement to develop. The agency responsible for reviewing the SAMP will be the District. The developer may group the District's facilities with other elements of the project when completing the California Environmental Quality Act (CEQA) review and documentation for County consideration.

Environmental documentation for the subdivision will be prepared under the authority of the County Community Development Department, with input from the District. Final approval of environmental documentation of the subdivision will be provided by the County Board of Supervisors. Environmental Review Guidelines are contained in Appendix 600-I.

603.3.2 Step 2 Process

A. Written Request for District Services to Subdivision

After approval of the Application for GCSD Services and the execution of the Advanced Funding Agreement, the developer shall make written request of the District to move to Step 2 of the process. The request shall state the legal description of the property to be served, the Assessors Parcel number(s), the name of the proposed subdivision, and its location. The request shall be accompanied by a copy of the proposed map and which District services the developer is requesting. Accompanying the application, the developer will provide the completed Developer Information Form (see 603.3.2 (B) (below) and Appendix 600-J— Developer Information Form and a check, money order, or other warrant that will be used to fund the Development Account (see 603.3.2 (C), below).

B. Developer Information Form

On a case-by-case basis, the Board of Directors may request the developer to complete the Developer Information Form (Appendix 600-J) and submitted it with the written Request of District Services to Subdivision. The information requested consists of the makeup of the development partnership/corporation, their individual and collective development history with similar types of projects, and demonstration of their financial depth to complete the proposed project. The District may perform further due diligence using the information provided by the developer. The financial information provided to the District will be kept confidential by the District and is exempt from disclosure to the public under a specific exemption of the Public Records Act.

If during the course of the project, the information contained in the Developer Information Form is found to be incomplete or inaccurate, the work by the District may be suspended until such irregularities are resolved to the District's satisfaction.

C. Funding a Development Account

With the request for District Services to Subdivision, the Advance Funding Agreement shall be amended to provide that the developer shall provide funds to a development account controlled by the District for use by the District to review the SAMP and environmental documentation prepared in this step. Unless otherwise agreed to by the District Board of Directors and developer, the amount funded to the development account shall be the total estimated costs of the District providing the administrative, engineering, legal and inspection services required, as outlined in Section 603.3.2 (D), below.

The District shall prepare a monthly account status report for the Board of Directors and the developer. If the District anticipates that the costs for its review will exceed the initial estimate then the District shall notify the developer. If the account balance is not brought up to the new estimated amount needed within thirty (30) days of District's notice, then all work by the District shall cease.

At the completion of the subdivision and upon final approval by the Board, any funds remaining in the account shall be returned to the developer within sixty (60) days of said Board approval.

E. Cost Estimate and Developer Funding Assurance

The District Engineer shall prepare a cost estimate for the SAMP and subsequent environmental documentation which will serve as the basis for the amount of funds required to fund the development account. This cost estimate will also be used to determine the amount of assurance that the developer will provide to insure that this phase of the project is completed without any financial impact on the District. The developer must provide separate security in the amount of the District Engineer's cost estimate and security must be in the form of an Irrevocable Letter of Credit or a cash deposit with the District.

F. List of Recommended Consultants

Tuolumne County maintains a list of CEQA and other specialty consultants that they consider are qualified to perform work for the County. The District will provide this list to the developer as he plans the work to be conducted in this step. By providing this list, the District does not guarantee the work by any of the consultants listed. However, the District will insist that consultants selected by the developer for the work to be performed in this step have experience and a good track record in performing the work.

G. Public Access to Development Information

The District shall maintain public access to the final SAMP and draft and final environmental documentation by posting these documents on the District's web site and in the District office. Non-confidential information provided from the Developer Information Form shall also be posted on the web site and in the District office. The District shall also post on the web site the formal reviews of the SAMP by the District and/or its consultants.

H. Developer Prepares Sub-Area Master Plan (SAMP)

The developer, with the assistance of an engineer with recent experience with this type of work, shall prepare the Sub-Area Master Plan (SAMP) for the proposed project. The typical scope of work for the SAMP is contained in Appendix 600-H. The District will provide input to the developer during the preparation of the SAMP. The water and/or sewer infrastructure, and/or parks and/or fire services shall be evaluated in the SAMP in terms of determining present capacities, future capacities with planned build-out of existing communities and developments within the District, other on-going development applications, and the impact on present and future capacities caused by the proposed development. These evaluations shall be done by modeling approved by the District. The SAMP will provide alternative infrastructure improvement methods for the proposed development. If approved alternatives are available, then each alternative will be evaluated for capital and annualized long-term operations and maintenance costs, as well as an analysis of the advantages and disadvantage to the District for each alternative.

The SAMP will also evaluate the impacts on fire and rescue services provided by the District. The SAMP will require an appendix containing a letter from the County Fire Marshal which contains fire flow rates and durations for the proposed project.

The District shall require the developer to prepare a detailed financial impact analysis as part of the Sub-Area Master Plan. The analysis shall evaluate long-term financial impacts on existing District customers for providing water, wastewater, parks and fire services to the proposed development. The analysis shall also disclose any anticipated additional costs (including the re-allocation of government fund taxes) or reduction in service(s) to existing customers and future customers moving into the new development caused by the development of the proposed project. If the development is found to cause potential additional short- and/or long-term financial impacts on the existing customer base, then the financial analysis shall include alternative financial impact mitigations for consideration by the District. With these mitigations, the proposed development shall not impose any additional short- or long-term financial impacts on the District's existing customer base, as well as fire service requirements, such as alarm systems, inspections, and periodic operational verifications, which the District may be expected to provide.

I. Review of SAMP by District Board of Directors

The draft SAMP will be evaluated by the District and its consultant. Once the draft SAMP has been approved by District staff, the developer will present his findings to the District Board of Directors in a Public Hearing, scheduled with at least two weeks notice to the public to allow the public time to review and consider the SAMP. The Board may request additional work to complete the SAMP based on public input and its review. If substantial additional work is requested by the Board of Directors, then the draft SAMP will be revised and brought back to the Board for final review. With no additional revisions requested by the Board, the developer will finalize the SAMP, which will include the preferred alternatives based on input from District staff and Board. The final SAMP will then be brought back to the Board of Directors, who will receive and file the document. Only after the environmental documentation has been properly reviewed and approved by the controlling agencies, including the County and the District, will the SAMP be considered for approval by the District Board of Directors.

J. Perform Environmental Analyses and Prepare Environmental Documentation

The environmental documentation is usually done at the same time as the preparation of the SAMP. With the county as lead agency, the developer will perform environmental analysis of infrastructure alternatives, as well as the impacts of providing water, wastewater, fire and park services on the community and the District. This step may be conducted by the developer under the direction of the Tuolumne County Community Development Department with input from the District during the environmental review process or it may be conducted as a separate step with the District acting as lead agency. Guidelines for completing the environmental evaluation and documentation process are provided in Section 604, below, and Appendix 600-H—Guidelines for Preparing Sub-Area Master Plan. This part of the process is completed with the approval by the County Board of Supervisors and the issuance of the Conditions of Approval. Once the environmental process has been completed and approved by the County, then the District and developer will move on to Step 3.

K. Funding the Environmental Review Process for the SAMP

The developer will be entirely responsible for completing CEQA at their own expense. Should the District need to retain a CEQA consultant to review the CEQA document, the developer shall be responsible for these expenses.

L. The Environmental Documentation Process for the SAMP

The final SAMP will not be approved by the District Board of Directors until all CEQA documentation has been completed by the developer and approved by the county. All improvements recommended in the SAMP shall be included in the CEQA analyses. As applicable, the terms and conditions of the SAMP and the CEQA documentation of the SAMP shall be included in the county's conditions of approval for the subdivision development project.

M. Annexation

If the developer is requesting annexation into the District for one or more services, then all of the environmental impacts, including the appropriate elements of the County General Plan and associated Area Plan Amendments, of such an annexation must be considered during the environmental documentation and costs estimates/funding assurances process performed in this Step 2 of the project in connection with approval of the SAMP.

603.4 Step 3: Project Design and Construction

603.4.1 Intent of this Step

The intent of this step is to move the project into the design and construction phase. The first task is for the District and developer to prepare and execute a Development Agreement. This step may also require the developer to request annexation to the District by the Local Agency Formation Commission (LAFCO) if the proposed project lies outside the District's service area. Once the project area is annexed into the District by LAFCO, then the developer will prepare the final designs for all improvements to the District. The final task prior to commencing construction is for the developer to prepare the final design of the selected alternatives to the infrastructure improvements.

603.4.2 Step 3 Process

This final step in the subdivision process has several steps, including executing the development agreement, supporting annexation if the property is outside the District's service area, preparing final designs, construction, and project acceptance.

A. Develop and Execute Development Agreement

The Development Agreement contains the terms and conditions under which the developer may construct extensions to District infrastructure and for the District to provide services to the proposed project. The details for preparing the Development Agreement are contained in Section 606, below. A sample Development Agreement is contained in Appendix 600-K. Once the Board of Directors has accepted the Development Agreement and it has been executed by both parties, then the developer can move on to the next step in this process, either annexation or project design. The Development Agreement will contain several important clauses.

1. The Development Agreement, either with or without annexation provisions, will not be considered for approval by the District's Board of Directors until all of the CEQA documentation with respect to the SAMP and the implications of annexation have been completed, circulated for public comment, and refined into a final EIR that is approved by the District's Board of Directors.
2. The developer agrees to build the project per District conditions and schedule.
3. Should the Board of Directors determine that supplemental environmental documentation is necessary, then the Development Agreement shall not be considered by the Board until such supplemental documentation is completed and approved.
4. For those projects in which annexation is being requested, the development agreement shall include any and all provisions relative to the annexation process between the developer and the District so that the development agreement acts, in essence, as an annexation agreement as well in those cases in which all or a portion of the development needs to be annexed into the District for one or more services.
5. To insure that once the project moves into the construction phase, the developer will provide an irrevocable letter of credit to be used to complete construction if the developer should stop work for any reason. The amount of this letter of credit shall be one-hundred and twenty-five percent (125%) of the estimated District capital improvement costs for the project as developed in the SAMP.
6. The Development Agreement will contain an indemnification clause which will hold the District harmless for any part of the design and construction process from actions taken by the developer or any third party relative to the development.

7. The District agrees to provide all agreed-upon services to the development. These services may include water, wastewater, fire, parks, and other services that the District may have the power to deliver. If the development is to be annexed into the District, then the power to determine which services will be provided lies with LAFCO after they have determined that adequate CEQA has been done for providing these services and that adequate short- and long-term funding is provided by the developer for them.
8. The development shall not impose any additional short- or long-term financial impacts on the District's existing customer base.

B. Developer Request for Annexation

If the project lies outside the District's service area, then it must be annexed into the District by LAFCO in order to receive services from the District. Prior to considering support for annexation, the developer shall sign an Annexation Agreement with the District. A sample Annexation Agreement is contained in Appendix 600-L.

Requests for annexation will be considered by the Board on the basis of (a) the County General Plan and Area Plan Amendment, (b) input from existing customers and property owners adjacent to the land to be annexed, (c) District workload and technical capacity to fulfill annexation obligations, and (d) any other mitigating circumstances associated with expansion of the District's service area.

If support for annexation is agreed to by the Board of Directors in the Annexation Agreement, such support shall expire with the expiration of the approved CEQA documentation. Details on the annexation process are provided in Section 605, below.

C. Developer Prepares Project Designs

With the Development Agreement executed by all parties and the annexation process completed, then the developer will move into the project design phase. Project designs will conform to the District's Development Improvement Standards, which are described in more detail in Section 606, below. The District and/or its consultants will review and approve all plans submitted by the developer before any construction can commence.

D. Construction Oversight

During construction, the District will oversee all construction to insure that construction meets District's standards. The cost of oversight will be paid by the developer.

E. Final Project Approval

Once the extensions to the District's infrastructure has been completed and approved by the District Engineer, District staff will bring the project to the Board of Directors for final acceptance and approval. At this point, the District will release the construction securities (performance bond or letter of credit). The District will then require a new warranty security in the amount of twenty-five percent (25%) of the actual infrastructure construction cost to provide a guarantee of construction performance of the extended infrastructure. This security

shall be in the form of a surety or warranty bond, irrevocable letter of credit, cash or other insurance instrument acceptable to the District. The term of this security will be two (2) years, unless otherwise approved by the District's Board of Directors.

603.5 Step 4: Performance Guarantee Period

After the project is completed and has been accepted by the District, the developer shall provide a performance warranty in an amount stipulated in the Development Agreement. Such warranty shall guarantee performance of all facilities constructed by or for the developer for the project for a period of at least one (1) year from the time of District approval, or other term, as specified in the Development Agreement. The performance warranty shall be in the form of a bond, irrevocable letter of credit, cash or other warrant acceptable to the District.

604 ENVIRONMENTAL REVIEW GUIDELINES

604.1 General

The District shall comply with all state (and federal, where required) environmental regulations and guidelines. A complete set of Environmental Review Guidelines is provided in Appendix 600-I of this District Operational Policies and Procedures Manual. The regulations contained in Title 14, Division 6, Chapter 3 of the California Administrative Code are incorporated by reference as if set out in full and shall be applicable, except as modified herein, to these procedures (14 Code of California Regulations Section 5022).

604.2 Relationship to Environmental Review

The District has established a preliminary review process to determine whether projects are subject to the California Environmental Quality Act (CEQA) in accordance with Article 5 of the State CEQA Guidelines. Where the District determines that the project is subject to CEQA, the environmental review process is completed as part of the overall project review process of the District. As part of the environmental review process the District may request more information. Under Section 15060 of the State CEQA Guidelines, requiring such information after the application is deemed complete does not change the status of the application.

Once the District has determined that an activity qualifies as a "project" subject to CEQA, it must then determine whether an exemption applies. If after determining that a project is exempt under Section 15061(b) of the State CEQA Guidelines, a Notice of Exemption is prepared by the District. The project may then proceed through discretionary reviews, plan checks, and approval of the project.

If the project is not exempt from CEQA, the District will ensure the completion of an Initial Study to determine whether the project may have a significant effect on the environment. Given the findings of the Initial Study, one of the following is prepared for the project:

- A. A Negative Declaration (finding of no significant impacts),

607.3 Departure from District Standards

The District recognizes that it is not possible to anticipate all situations that may arise or to prescribe standards applicable to every situation. Therefore, any items or situations not included in the Standard Design Specifications shall be designed and/or constructed in accordance with accepted engineering practice, the State of California "Standard Specifications" or other approved designed standard (e.g., American Water Works Association) and as required by the District Engineer or General Manager.

607.4 Amending Standards

From time to time, changes need to be made to the Standard Design Specifications. These changes may be driven by changes in regulations or by improvements in design practices. The District Engineer shall present the proposed changes to the Standard Design Specifications to the General Manager for his/her review and consideration.

607.5 Availability of Standards

Copies of the current Standard Design Specifications shall be available at the District office and shall be available to interested parties upon request and payment of the cost of producing the requested copy (Appendix 200-A—Fees for Copying Public Documents).

607.6 Commercial & Industrial Fire Systems

Commercial and industrial development projects by Tuolumne County Ordinance are required to have public water supply service. If an industrial or commercial project gets service from GCSD, then they will also be required to have a public fire system. The public fire system shall meet District standards. For public supply water tanks or pump stations, the developer shall dedicate to the District a parcel of property in fee title. Easements as defined in the GCSD water ordinance shall be granted for water pump stations and pipelines.

608 PROJECT APPROVAL

608.1 Board to Approve Plans

Whenever an extension of the public water or sewer system is proposed to provide water or sanitary sewer service to one or more lots, parcels, or units (consisting of 4 or less lot units or less than 7,200 sq. ft. for commercial development [per Section 602.1 of this document]) within the Groveland Community Services District, the plans and specifications for said proposed water and/or sanitary sewerage facilities shall be approved by the General Manager or District Engineer. Whenever an extension of the public water or sewer is proposed to provide water, sanitary sewer, fire or park service to areas proposed to be annexed to the District, the plans and specifications shall not be approved until the proceedings for annexation have been completed and the annexation has been ordered by the District.

For a subdivision or large commercial development, that does not require annexation, the Board of Directors shall approve all major milestones within the development process, as defined in Section

603, including the SAMP and environmental documentation. The Board shall also approve annexation of subdivisions into the District, as allowed by law.

608.2 Application of Standard Design Specifications

The provisions of the District's Standard Design Specifications shall be applicable to the construction of any and all extensions of the public water or sewer system and appurtenances thereto. Every improvement plan for water or sanitary sewerage facilities for a new home or within a subdivision and every improvement plan for a water or sewer mainline extension filed with the District pursuant to these Specifications shall have clearly stated on said plan the following endorsement:

- A. *Water or sanitary sewer systems and appurtenances thereto shall be constructed in accordance with the provisions of the Groveland Community Services District Standard Design Specifications at the time of acceptance and the general provisions and specifications therein set forth which are incorporated herein by reference.*

- B. *Water and/or sewer facilities as shown on these plans were approved by the District Engineer of the Groveland Community Services District on the ____ day of _____, 2____.*

GROVELAND COMMUNITY SERVICES DISTRICT

By _____
GCSD District Engineer

608.3 Access to Public Water and/or Sewer

In any request for approval of an extension of the public water and/or sewer system, the District, in reviewing the plans, shall take into consideration the possibility of future extensions of the public water or sewer system to serve properties located beyond the property or properties then under review. An extension of the public water or sewer system must be designed with a pipe diameter and at a depth to adequately provide for future extensions if the possibility of future extensions is deemed to exist. This shall not be interpreted to mean that the public water or sewer system must be extended to allow a point of connection for a building for the next adjoining property; the applicant shall only be required to extend the public water and/or sewer as far as necessary to provide a point of connection for the building water and/or sewer system then being proposed. Where the proposed extension of the public water or sewer system will be located within an easement and the possibility of future extensions exists, the easement offered for dedication must extend across the entire lot or lots so as to provide access to the public water and sewer system for future extensions.

608.4 Tentative Plans to be Submitted

Whenever approval is sought for plans and specifications for a water or sewer mainline extension or for ancillary facilities thereto for a home or subdivision, the property owner or his agent shall first submit two (2) complete sets of preliminary plans, profiles, and specifications for the proposed work, together with a copy of the tentative tract map in the case of subdivisions, or a copy of the tentative parcel map in the case of mainline extensions which will provide service to areas within a parcel map.

The submittals shall be checked for conformity to the Groveland Community Services District Code and the District's Standard Design Specifications and any changes or corrections required shall be incorporated into the final plans.

608.5 Environmental Review

Prior to approval of any tentative plans and specifications for proposed water and sanitary sewer facilities, the developer shall undertake any environmental review as required by the county and such review shall be approved by the Board of Supervisors.

608.6 Easements

Whenever a proposed extension of the public water or sewer system will be located across private property, within a public utility easement, or within a road not dedicated to and maintained by the County of Tuolumne or the Community of Pine Mountain Lake, a non-exclusive, perpetual easement for water and/or sanitary sewer purposes shall be dedicated to the District. No plans or specifications for the extension of the public water or sewer system shall be approved prior to acceptance by the Board of such required easements.

- A. Easements shall be dedicated with an Easement Agreement—Public Utility Easement (Appendix 500-A) provided by the District. It shall be the responsibility of the person or persons proposing the extension of the public water or sewer system to prepare a legal description of the easement. The minimum width of any easement dedicated to the District shall be determined by provisions set forth in the Groveland Community Services District Standard Design Specifications and, shall be no less than fifteen (15) feet.
- B. Even where the easements within subdivisions are shown on the recorded subdivision map, a Grant of Easement document shall be required for the dedication of such easements. However, all in-tract easements may be dedicated by a single Grant of Easement document and the easement or easements may be described by reference to the recorded subdivision map rather than a legal description.
- C. In every instance where easements are proposed to be dedicated to the District, a preliminary title report covering the affected property or properties shall first be submitted to the District for review. Easements dedicated to the District shall have prior right over any security interest created by a mortgage, lease, or other forms of property conveyance. Should review of the preliminary title report indicate any such lien upon the affected property or properties, grantor shall request the lien holder to subordinate his security interest to the priority of the easement dedicated to the District.
- D. Upon acceptance by the Board, Grant of Easement documents shall be recorded in the Office of the County Recorder. A policy of title insurance, in an amount to be determined by the District, shall be issued insuring the District's easement interest.
- E. All expense incurred in dedication of an easement to the District, including attorney fees and title fees, shall be borne by the person or persons proposing the extension of the public water or sewer system.

608.7 Approval of Final Plans

At such time as the applicant requests District approval of plans and specifications for an extension of the public water or sewer system, the following requirements shall be met:

A. Subdivisions

1. Two (2) sets of final plans, profiles, specifications, and the record map, including certificate sheets, shall be filed with the District Engineer. In addition to the two (2) paper copies of official plans, profiles, specifications and record map, the developer shall submit these documents in a digital format acceptable to the District.
2. At the time of filing the plans for approval, fees shall be paid in the amount set forth in the current water and sewer rate ordinances. Said fees shall cover the costs of checking the plans, administrative expense, and inspection of the installation of the public water and sanitary sewerage facilities.
3. In addition to the above-mentioned fees, there shall also be paid, at the time of filing plans for approval, any other fees or charges required to be paid by any other District rules and regulations or any applicable resolution or ordinances of the Board setting terms and conditions of annexation or establishing a benefit district.

B. Mainline Extensions Within Parcel Maps

1. Two (2) sets of final plans, profiles, specifications, and the final parcel map shall be filed with the District Engineer for review and approval. In addition to the two (2) paper copies of official plans, profiles, specifications and final parcel map, the developer shall submit these documents in a digital format acceptable to the District.
2. At the time of filing the plans for approval, fees shall be paid in the amount set forth in the current water and sewer rate ordinances. Said fee shall cover the costs of checking the plans, administrative expense, and inspection of the installation of the public water and sanitary sewerage facilities.
3. In addition to the above-mentioned fees, there shall also be paid, at the time of filing plans for approval, and based upon the number of dwelling units proposed for the parcel map, any other fees or charges required to be paid by any other District rules and regulations or any applicable resolution or ordinances of the Board setting terms and conditions of annexation or establishing a benefit district. Permits shall be issued for each dwelling unit proposed for the parcel map and the number of building water meters and sewers stubbed into the property line shall not exceed the number of permits issued.

C. Mainline Extensions to Serve Individual Lots

1. Two (2) sets of final plans, profiles, and specifications shall be filed with the District Engineer for review and approval.
2. At the time of filing the plans for approval, the fees set forth in paragraph 603.7(B) shall be paid by the person or persons proposing the extension of the public water or sewer line extension.
3. In addition to the above-mentioned fees, each owner or other person desiring a connection to the proposed water or sewer mainline extension shall make application for a permit for such connection and shall pay the fees or charges required to be paid by any District Code rules and regulations or any applicable resolution or ordinances of the Board setting terms and conditions of annexation or establishing a benefit district.

608.8 Special Requirements for Multiple-Unit Developments

- A. Condominium Projects. In condominium projects (subdivisions where only air space is deeded to homeowners) where water and sanitary sewer service will be provided by either:
1. Individual connections to a public water or sewer system by means of separate side connections from each unit or building when said separate side connections will be installed within the commonly owned areas of the project, or
 2. A single connection to public sewer service from a private collection system, the sanitary sewer facilities shall be maintained by the homeowners association through assessments collected from the homeowners for that purpose. The Covenants, Conditions, and Restrictions for the condominium project shall contain a provision specifically providing for such maintenance of the sanitary sewer facilities through association assessments and shall further state that such provisions for maintenance of the sanitary sewer facilities shall not be amended without the prior written consent of the Groveland Community Services District. The District recommends, however, that each unit of the complex have its own water meter.

Plans shall not be approved or permits issued until such provisions have been included within the Covenants, Conditions, and Restrictions and have been reviewed and approved by the District. The District shall receive a copy of the recorded Covenants, Conditions, and Restrictions with recording data thereon, and no water or sanitary sewer facilities within such condominium project shall be accepted for use or permits finalized until such copy has been received.

- B. Townhouse Projects. The same requirements set forth above shall also apply to townhouse projects or other similar types of multiple-unit developments (subdivisions where individual lots are deeded to homeowners) when each unit therein does not have a separate connection to a public water and sewer system.
- C. Other Zero-Lot-Line Projects. In addition to the above requirements, whenever more than one (1) building will be served by a single connection to the public sewer, the owner shall request,

in writing, a variance from the District. Such variance, if approved, shall be granted by motion of the District Board at a regular or special Board meeting. For the purpose of determining whether a variance is required for multiple-unit developments, a “building” is defined as any number of units that share a common roof or foundation.

608.9 Reimbursement Agreement

If the Developer or Owner is extending water or sewer line past vacant property that may be developed in the future, the Owner or Developer may request that the District enter into a Reimbursement Agreement between Owner/Developer and the District. In such case, the District shall use its standard Reimbursement Agreement (Appendix 600-A) that allows collection of connection fees and refunding of pro-rata share of installation expenses to the Owner/Developer under the terms set forth in the Reimbursement Agreement.

Appendix 600-H GUIDELINES FOR PREPARING SUB-AREA MASTER PLAN

I. PURPOSE

The purpose of this guideline is to identify specific information to be included in developer Sub-Area Master Plans (SAMPs). This guideline will help develop uniformity and consistency in development projects and will be used to help the Groveland Community Services District (District) assess whether it is or will become deficient in water and/or sewer transmission, storage, pumping or treatment capacity, as well as to assess deficiencies in park, fire, or community building facilities or services. SAMPs are typically required on tract map subdivisions, complex industrial/commercial developments, and other unique high water demands developments. SAMPs will also evaluate the capital costs of alternatives, as well as the long-term cost of the operations and maintenance of these alternatives.

The SAMP for a development shall be completed and approved prior to the developer beginning any environmental documentation, as required by the California Environmental Quality Act (CEQA).

The Engineer of Work retained by the developer of a proposed project shall use the format and information presented in this section as a basis for SAMP development.

If the Engineer of Work desires to deviate from the criteria presented in this section only the District Engineer or General Manager can approve the change.

II. GENERAL

The user of these documents shall be responsible for making reference to and/or utilizing industry standards not otherwise directly referenced within this document. The Engineer of Work may not deviate from the criteria presented in this section without prior written approval of the Agency Engineer.

- A. The District shall approve the Engineer of Work to perform the Sub-Area Master Plan.
- B. The District shall determine the necessity for a SAMP for water, sewer, recycled water, parks and recreation, fire, and community buildings.
- C. Units of measurement to be used in developing the SAMP shall be determined by the District Engineer prior to initiating work on the SAMP.

III. SAMP FORMAT

The following outlines the information required in the chapters and appendices for a SAMP and the format of the information (description, table, figure, appendix).

A. Executive Summary

The Executive Summary shall provide a summary of alternatives for the District to provide water, wastewater, recycled water, parks and recreation, fire, and community buildings. In addition to summarizing the technical issues of each alternative, the developer shall also provide a summary of the capital and long-term operations and maintenance costs for each alternative, as well as how the developer intends to have these costs paid for so that existing District customers are not subsidizing the new development.

B. Section 1: Introduction

The Introduction provides an overview of the proposed development project, including parcel descriptions, maps, development intentions, and the services that the developer wants the District to furnish to the proposed development. The following is an outline of subchapter headings that should be included in this section.

Introduction-description

- a. Project Overview-description
- b. Vicinity Map-figure
- c. Development Information
 1. Total gross acreage of development-description
 2. Dwelling unit density description and table
 3. Land use description (i.e., Single family)-table
 4. Unit/areas grouped by pressure zone-table
 5. Gross acres for each unit/area (Note that sum of gross acres for each unit/area must total gross acreage of development and include a category that covers street/road right of way)-table
 6. Total dwelling units and EDUs for each unit/area-table
 7. Figure of development showing all unit/areas geographically-figure
 8. Pressure Zones
 9. Water-description
 10. Recycled water-description
- d. Drainage Basin (Sewer)
 1. Watershed topography for gravity sewer-description
- e. Parks, Recreation and Open Space
 1. Parks-description and figure
 2. Open Space-description and figure
 3. Recreation facilities-description
- f. Fire Services
 1. Access considerations-description
 2. Fire facilities and special equipment-description
- g. Community Buildings

1. Community Buildings-description

C. Section 2: Planning Criteria

In this section, the developer will describe the planning criteria used to evaluate needs and capacities for the various services desired from the District. These criteria will be used to conduct the facilities alternative analyses in the SAMP.

- a. Planning Criteria-Reference source of data (e.g., District Master Plan)-description
- b. Water Planning Criteria
 1. Residential dwelling unit density and unit water demand factors used for development-description, table
 2. Non-residential water demand factors used for development-description, table
 3. Peaking factors used for development-put peaking factor graph(s) in SAMP-figure(s)
 4. Fire flow rate and duration required from governing fire department-description, fire marshal letter
 5. Static and dynamic pressure criteria-description and table
 6. Velocity criteria-description, table
 7. Pump station criteria, including off- and semi-peak pumping requirements-description
 8. Operational storage reservoir criteria-description
- c. Sewer Planning Criteria
 1. Residential and non-residential sewer flow factors-description, table
 2. Peaking factors used for development-description, peaking factor graph(s) in SAMP-figure(s)
 3. Depth to diameter ratios-description
 4. Slope and velocity criteria-description
 5. Sewer lift station criteria-description
 6. Wetwell volume-description
 7. Force main velocity criteria-description
- d. Recycled Water Planning Criteria
 1. Recycled water demand factors-description
 2. Peaking factors-description
 3. Static and dynamic pressure criteria-description
 4. Velocity criteria-description
 5. Pump station criteria, including off- and semi-peak pumping requirements-description
 6. Operational storage reservoir criteria-description
- e. Fire Service Planning Criteria
 1. Fire Apparatus-description
 2. Response Times-description
- f. Parks and Recreation Planning Criteria
 1. Park use-description
 2. Recreation programs-description
- g. Community Buildings Planning Criteria

1. Community Building venues-description

D. Section 3: Projected Water, Sewer, and Recycled Water Demand and Flow
In this section, the developer will use the criteria developed in Section 2 will evaluate the demand and flow for water, sewer, and recycled water systems for the proposed development.

- a. Water Demand-description and tables
- b. Sewer Flow-description and table
- c. Recycled Water Demand
 1. Permanent
 - o Potential recycled water use areas-description and figure
 - o Projected recycled water demand-description and table
 2. Temporary (grading, dust control, etc. if allowed by the District)-description

E. Section 4: Existing Facilities

In this section, the developer will evaluate the use and capacities of existing District services and infrastructure. The District has Water, Wastewater, Parks and Fire Master Plans available for use in preparing this section.

- a. Existing Water Facilities
 1. Treatment and Supply-description
 2. Transmission and distribution system and pressure zones-show existing pipelines as dashed and pressure zones different color-description and figure
 3. Storage reservoirs-description, table, and figure
 4. Pump stations-description and figure
- b. Existing Sewer Facilities
 1. Treatment-description
 2. Collection system-show existing pipelines as dashed-description and figure
- c. Sewer lift stations and force mains-description and figure
- d. Existing Recycled Water Facilities
 1. Treatment and Supply-description
 2. Transmission and distribution system and pressure zones-show existing pipelines as dashed and pressure zones different color-description and figure
 3. Storage reservoirs-description, table, and figure
 4. Pump stations-description and figure
- e. Existing Fire Service Facilities and Equipment
 1. Fire and Rescue response equipment-description and figure
 2. Fire Department facilities-description and figure
- f. Existing Parks and Recreation Facilities
 1. Park Facilities-description and figure
 2. Recreational opportunities-description
- g. Existing Community Buildings
 1. Community Buildings-description and figure

F. Section 5: Alternative Water Facilities

In this section, the developer will develop and analyze alternative on- and off-site water infrastructure facilities for the proposed development. The District's current Water Master Plan may be used in these analyses. The alternatives will also be analyzed for their initial capital costs and their long-term (annualized) operations and maintenance costs. These alternatives will be used in subsequent environmental analyses conducted in compliance with CEQA requirements.

- a. Recommended On-site and Off-site Water System-description and figure
 1. Transmission and Distribution Systems-description and figure
 2. Pump Station Capacity Analysis-description
 3. Storage Capacity Analysis-description
 4. Capital Improvement Program Facilities-description and figure
- b. On- and Off-site Water System Analysis-description
 1. Computer Model-description
 2. Computer Modeling Summary-appendix
- c. For developments that water pump stations, storage, and water treatment facilities need to include:
 1. SCADA Monitoring and Control Systems
 2. Emergency Power
 3. Facility Security
- d. Alternative Project Cost Estimates
 1. Alternative Capital Improvements-description and table
 2. Associated Long-term (Annualized) Operations and Maintenance-description and table

G. Section 6: Alternative Sewer Facilities

In this section, the developer will develop and analyze alternative on- and off-site water infrastructure facilities for the proposed development. The District's current Wastewater Master Plan may be used in these analyses. The alternatives will also be analyzed for their initial capital costs and their long-term (annualized) operations and maintenance costs. These alternatives will be used in subsequent environmental analyses conducted in compliance with CEQA requirements.

- a. Alternative On- and Off-site Sewer System-description and figure
 - Distribution System-description and figure
 - Lift Station, Wet well, and Force Main Capacity Analysis-description
 - Treatment Capacity Analysis-description
 - Capital Improvement Program Facilities-description and figure
- b. On- and Off-site Sewer System Analysis-description
 - Computer Model-description
 - Computer Modeling Summary-appendix
- c. For developments that required sewer lift stations and wastewater treatment facilities need to include:
 1. SCADA Monitoring and Control Systems
 2. Groundwater Monitoring
 3. Solid Waste Management and Disposal

- 4. Emergency Power
- 5. Facility Security
- d. Alternative Project Cost Estimates
 - 1. Alternative Capital Improvements-description and table
 - 2. Associated Long-term (Annualized) Operations and Maintenance-description and table

H. Section 7: Alternative Recycled Water Facilities

In this section, the developer will develop and analyze alternative on- and off-site recycled water infrastructure facilities for the proposed development. The District's current Recycled Water Disposal Plan may be used in these analyses. The alternatives will also be analyzed for their initial capital costs and their long-term (annualized) operations and maintenance costs. These alternatives will be used in subsequent environmental analyses conducted in compliance with CEQA requirements.

- a. Alternative On- and Off-site Recycled Water System-description and figure
 - 1. Transmission and Distribution Systems-description and figure
 - 2. Pump Station Capacity Analysis-description
 - 3. Storage Capacity Analysis-description
 - 4. Capital Improvement Program Facilities-description and figure
- b. On- and Off-site Recycled Water System Analysis-description
 - 1. Computer Model-description
 - 2. Computer Modeling Summary-appendix
- c. For developments that required recycled water handling (pump stations, disposal facilities, etc.) need to include:
 - 1. SCADA Monitoring and Control Systems
 - 2. Groundwater Monitoring
 - 3. Emergency Power
 - 4. Facility Security
- d. Alternative Project Cost Estimates
 - 1. Alternative Capital Improvements-description and table
 - 2. Associated Long-term (Annualized) Operations and Maintenance-description and table

I. Section 8: Alternative Fire & Rescue Services, Equipment, and Facilities

In this section, the developer will develop and analyze alternative on- and off-site fire service and facilities for the proposed development. The District's current Fire Master Plan may be used in these analyses. The alternatives will also be analyzed for their initial capital costs and their long-term (annualized) operations and maintenance costs. These alternatives will be used in subsequent environmental analyses conducted in compliance with CEQA requirements.

- a. On-and Off-Site Fire Service, Equipment, and Facilities-description, figure and table
 - 1. Fire Storage-description and figure
 - 2. Fire Hydrants-description and figure
 - 3. Fire Station-description and figure

- b. Fire Service Analyses
 - 1. Response Times-description, figure, and table
 - 2. Fire Flows-description and table
 - c. Alternative Project Cost Estimates
 - 1. Alternative Capital Improvements-description and table
 - 2. Associated Long-term (Annualized) Operations and Maintenance-description and table
- J. Section 9: Alternative Parks, Recreation Facilities, and Open Space
- In this section, the developer will develop and analyze alternative on- and off-site parks and recreation facilities and open space to be developed as part of the proposed project development. The District's current Parks Master Plan and Land Use Plan may be used in these analyses. The alternatives will also be analyzed for their initial capital costs and their long-term (annualized) operations and maintenance costs. These alternatives will be used in subsequent environmental analyses conducted in compliance with CEQA requirements.
- a. On-and Off-Site Parks and Recreation Facilities and Designated Open Space-description, figure and table
 - 1. Parks-description and figure
 - 2. Recreation Venues-description and figure
 - 3. Designated Open Space-description and figure
 - b. Alternative Project Cost Estimates
 - 1. Alternative Capital Improvements-description and table
 - 2. Associated Long-term (Annualized) Operations and Maintenance-description and table
- K. Section 10: Alternative Community Buildings
- In this section, the developer will develop and analyze alternative on- and off-site community buildings to be owned by the District to be constructed as part of the proposed development. The alternatives will also be analyzed for their initial capital costs and their long-term (annualized) operations and maintenance costs. These alternatives will be used in subsequent environmental analyses conducted in compliance with CEQA requirements.
- a. On-and Off-Site Community Buildings-description, figure and table
 - b. Alternative Project Cost Estimates
 - 1. Alternative Capital Improvements-description and table
 - 2. Associated Long-term (Annualized) Operations and Maintenance-description and table
- L. Section 11: Project Phasing
- In this section, the developer will describe the phasing of the project. As part of this discussion, the developer will discuss how the District will be protected if the developer should default on its Development Agreement with the District and leave the project partially completed.
- a. Phasing-Development Phase, Units, Year-description, table, and figure

- b. Phasing-Water Pipelines by Phase-figure
- c. Phasing-Sewer Pipelines by Phase-figure
- d. Phasing-Recycled Water Pipelines by Phase-figure

M. Section 12: Cost and Financing (at District’s option)

Using the financial analyses prepared in Sections 5 through 10, the developer will discuss how the project will be funded, as well as guarantees that the project will be completed or restored to its original site conditions.

- a. Cost and Financing-description
- b. Capital Improvement Program-description
- c. CIP Pipelines-Water, sewer, and recycled water CIPs shall have one table each with the following information:
 - 1. CIP number-table
 - 2. Project where pipeline will be constructed-table
 - 3. Project phase-table
 - 4. Street name-table
 - 5. Pipeline size-table
 - 6. Approximate pipeline length, LF-table
 - 7. Unit cost, \$/LF-table
 - 8. Cost of each CIP-table
 - 9. Total cost of all CIP pipelines-table
 - 10. Pressure zone-table
- d. Development Pipelines-Water, sewer, and recycled water shall have one table each with the following information:
 - 1. Unit/area-table
 - 2. Estimated water meters-table
 - 3. Size of pipelines in unit/area-table
 - 4. Approximate pipeline length, LF-table
 - 5. Unit cost, \$/LF-table
 - 6. Cost of pipelines in each unit/area-table
 - 7. Total cost of pipelines-table
 - 8. Pressure zone-table
- e. CIP for Fire, Parks and Community Buildings
- f. Long-term Operations and Maintenance Costs for Water, Sewer, Recycled Water, Fire, Parks and Recreation, and Community Buildings

N. Bibliography-Include all referenced material

O. Appendices

IV. SAMP REVIEW PROCESS

A. Water, Sewer, Fire, Parks and Recreation, and Community Buildings SAMPs

1. A water, sewer, fire, parks and recreation, and community buildings SAMP for the proposed development shall be submitted to the District for review prior to improvement plan preparation as determined by the District.
2. Correction comments will be indicated on the SAMP and returned to the Engineer of Work. Depending on the complexity of the development, more than one submittal may be necessary.
3. The SAMP will be reviewed by the District, taking into account the following:
 - a. Existing pipeline locations, size and capacity
 - b. The proposed points of connection and system
 - c. The estimated water demands and/or sewer flow calculated
 - d. Fire flow requirements (flow rate, duration, hydrant spacing, etc)
 - e. District's Master Plans
 - f. District's planning criteria and standards
 - g. Water quality maintenance
 - h. Size of system and number of lots to be served
 - i. Fire Response Goals
 - j. Parks and Recreation Goals
 - k. Community Building needs
4. Typically, SAMP preparation should occur prior to preparing the required CEQA documentation. After CEQA requirements have been satisfied, the developer will file a tentative map with the county for the development. At this point, if the proposed development is to be annexed into the District, then the developer and District will enter into an Annexation Agreement. If the proposed development is within the District's service area, then the developer and District will enter into a Development Agreement based on the SAMP and county Conditions of Approval for the development.

V. REFERENCE

- A. SHOULD THE READER HAVE ANY SUGGESTIONS OR QUESTIONS CONCERNING THE MATERIAL IN THIS GUIDELINE, PLEASE CONTACT THE DISTRICT ENGINEER.
- B. THE PUBLICATIONS LISTED BELOW FORM A PART OF THIS SECTION TO THE EXTENT REFERENCED AND ARE REFERRED TO IN THE TEXT BY THE BASIC DESIGNATION ONLY. REFERENCE SHALL BE MADE TO THE LATEST EDITION OF SAID PUBLICATIONS UNLESS OTHERWISE CALLED FOR. THE FOLLOWING LIST OF PUBLICATIONS, AS DIRECTLY REFERENCED WITHIN THE BODY OF THIS DOCUMENT, HAS BEEN PROVIDED FOR THE USER'S CONVENIENCE. IT IS THE RESPONSIBILITY OF THE USER OF THESE DOCUMENTS TO MAKE REFERENCE TO AND/OR

UTILIZE INDUSTRY STANDARDS NOT OTHERWISE DIRECTLY REFERENCED WITHIN THIS DOCUMENT.

1. Water Master Plan
2. Wastewater Master Plan
3. Parks Master Plan
4. Fire Master Plan
5. District Land Use Plan
6. Section 600 of the District's Operational Policies and Procedures Manual
7. Template for Annexation Agreement
8. Template for Development Agreement

October 27, 2020

1st Quarter Financial Statement Memo

Authored by: Jennifer Flores, Administrative Services Manager

WATER FUND

REVENUE

Fixed rates are on track and variable rates are exceeding the budgeted figure by 21%. Other nonoperating revenue includes \$6,450 in earned interest from District's LAIF account.

EXPENSES

Overall, District expenses are on track. Leases will be over budget as the District had to pay off the old Avaya phone lease that was not expected during the development of the budget. The cost of water (SFPUC) is currently 14% over budget; the District experiences higher water consumption in the 1st quarter as it includes the peak summer months of July and August. The District did cross reference this 1st quarter SFPUC billing for water with last year's, and consumption is up approximately 3 million gallons over last year. This could be a result of the population increase into the community as a result of COVID-19 as well as more frequent line flushing. In addition, George Reed Construction is using District water via its flow meter program for the Highway 120 road construction work being performed.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$20,911 fund share expense for the software upgrade to the District's new server, \$18,000 for the initial deposit for the new Tank 4 generator (this has been reimbursed by the county), \$15,346 in engineering fees for the Big Creek/Second Garrotte Clearwell Project, and \$12,279 fund share expense for the Honda utility vehicle purchased to access off road District properties including water and sewer easements for inspections.

WATER CAPITAL OUTLAY		
CIP Project	2020/21 Adopted	2020/21 YTD Spent
General Water Distribution System Improv.	30,000	4,365
Water Pump Replacements	20,000	
Admin Parking Lot Upgrade (5 Yr Plan)	98,000	
Fuel Tank Painting/Electronic Logging	50,400	
Treatment Plant General Improvements/Replacements	20,000	
Big Creek WTP A/C Upgrade	5,500	4,130
2G WTP A/C Upgrade	5,500	4,130
Tank #2 Generator/Asphalt Improvement	95,000	
Truck #6 Replacement	35,000	
Truck #8 Replacement	23,800	
District Camera System	14,840	
Tank Mixers for T2, 4 and 5	113,000	
Server OS Upgrade	17,360	20,911
Tank 4 Generator	105,000	18,000
Big Creek-2G Clearwell, Butler Way Bypass	3,400,000	15,346
Unbudgeted Items		
Downtown Groveland/BOF Planning Study		12,811
2020 Honda UTV		12,279
Tank #2 A/C Heater		3,672
TOTAL WATER CAPITAL OUTLAY	4,033,400	95,643

SEWER FUND

REVENUE

Fixed rates are on track and variable rates are exceeding the budgeted figure by 13%. The District has had one (1) new sewer connection in the last quarter resulting \$7,125 in other revenue. Other nonoperating revenue includes \$4,477 in earned interest from District's LAIF account.

EXPENSES

Overall, District expenses are on track. Leases will be over budget as the District had to pay off the old Avaya phone lease that was not expected during the development of the budget. Per Board direction at the last workshop, a line item separating the Sewer Improvement Project Loan principal and interest expense has been added. The District has paid its annual PERS unfunded accrued liability (UAL) bill, the remaining \$2,345 is the 3% cost savings the District receives for paying this in one lump sum.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$13,082 fund share expense for the software upgrade to the District’s new server, \$21,340 for the Skate Park Manhole Repair Project (project completed), \$3,533 for new Sewer Treatment Plant blower, \$3,265 for new flow meter for PML mixing pond (required for calculating mixture of District reclaimed water and lake water for golf course watering), and \$5,778 fund share expense for the Honda utility vehicle purchased to access off road District properties including water and sewer easements for inspections.

SEWER CAPITAL OUTLAY		
CIP Project	2020/21 Adopted	2020/21 YTD Spent
Wastewater Pump Replacements	24,000	
Sewer Imp-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,470,000	
Admin Parking Lot Upgrade (5 Yr Plan)	66,500	
Fuel Tank Painting/Electronic Logging	34,200	
Concrete grading by Screw Press	120,000	
Road Maintenance	100,000	
New Bobcat	45,000	
Truck # 8 Replacement	11,200	
District Camera System	10,070	
Server OS Upgrade	11,780	13,082
Skate Park Manhole Repair/Replacement	25,000	21,340
Smart (manhole) Cover System	26,000	
Annual Contingency for Future Capital Projects	100,000	
Unbudgeted Items		
Gaembsa Blower		3,533
Flow Meter MV 806		3,265
2020 Honda UTV		5,778
Tank #2 A/C Heater		1,728
TOTAL SEWER CAPITAL OUTLAY	2,043,750	48,726

FIRE FUND

REVENUE

The District has received a small check from the county; larger disbursement checks are received in December and April. Other nonoperating revenue includes \$3,300 in grants funds from the State of California for new turnouts, and \$1,804 in earned interest from District's LAIF account.

EXPENSES

The District has not yet received an invoice from CAL FIRE. Other operating expense includes \$13,200 in legal fees, \$9,500 to SCI Consulting for fire tax consulting services, and \$8,500 in apparatus repair work.

CAPITAL OUTLAY

1st Quarter

1st quarter capital expense includes \$1,392 fund share expense for the software upgrade to the District's new server, \$59,228 for the Fire Department Building Upgrade Project (This item was not budgeted for in the current fiscal year as it was projected to be completed by the close of the previous fiscal year where it was budgeted for in the amount of \$59,000).

FIRE CAPITAL OUTLAY		
CIP Project	2020/21 Adopted	2020/21 YTD Spent
Admin Parking Lot Upgrade (5 Yr Plan)	8,750	-
Fuel Tank Painting/Electronic Logging	4,500	-
Station Restroom Upgrades	5,000	2,091
District Camera System	1,325	-
Server OS Upgrade	1,550	1,392
Unbudgeted Items		
Fire Dept Building Upgrade		59,228
TOTAL FIRE CAPITAL OUTLAY	21,125	62,710

PARKS FUND

REVENUE

The District has received a small check from the county; larger disbursement checks are received in December and April. Other operating revenue includes \$25,300 from PG&E for the purchase of two (2) easements for the Pre-Installed Interconnection Hub (PIH), \$13,428 in cell tower rent, and \$577 in earned interest from District's LAIF account.

EXPENSES

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

1st Quarter

1st quarter capital expense includes \$278 fund share expense for the software upgrade to the District's new server.

PARK CAPITAL OUTLAY		
Projects	2020/21 Proposed	2020/21 Proposed
Admin Parking Lot Upgrade (5 Yr Plan)	1,750	-
Fuel Tank Painting/Electronic Logging	900	-
Park Door Upgrades	10,670	-
District Camera System	265	-
Server OS Upgrade	310	278
TOTAL PARK CAPITAL OUTLAY	13,895	278

Budget to Actual 1st Quarter Report

Groveland Community Services District

For 1st Quarter Ended September 30, 2020

Total - District-Wide	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Fixed rates	\$ 3,316,016	\$ 829,893	\$ (2,486,123)	75%
Variable rates	1,418,170	609,809	\$ (808,361)	57%
Property taxes	1,204,893	27,100	\$ (1,177,793)	98%
Other operating revenues	137,810	28,369	\$ (109,441)	79%
Other nonoperating revenues	3,703,420	55,825	\$ (3,647,595)	98%
Total Revenues	9,780,309	1,550,996	(8,229,313)	
Salaries and benefits	(2,126,133)	(566,000)	1,560,133	73%
Cost of water	(215,000)	(83,726)	131,274	61%
Utilities	(279,628)	(69,231)	210,397	
Cal Fire contract	(1,319,537)		1,319,537	100%
Other operating expenses	(2,048,558)	(547,452)	1,501,106	73%
Leases: prin+interest	(11,628)	(9,881)	1,747	15%
Sewer Project Imp Loan	(105,838)	(52,919)		
Transfer to Pension	(248,241)	(239,983)	8,258	3%
Non Operating Expenses-Jones Hill	(166,300)	(27,642)		
Total Expenses	(6,520,863)	(1,596,834)	4,732,452	
Capital outlay (fixed assets)	(6,112,170)	(207,358)	5,904,812	97%
Net profit (loss)	\$ (2,852,724)	\$ (253,195)	\$ 2,407,951	
Debt Service Collections	934,906	237,387	(697,519)	
Debt Service: Prin/Interest	(986,341)	(372,442)	613,899	
	(51,435)	(135,054)	\$ (83,619)	

Budget to Actual 1st Quarter Report

Groveland Community Services District

For 1st Quarter Ended September 30, 2020

Water	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,642,114	\$ 411,235	\$ (1,230,879)	75%
Variable rates	898,880	412,742	(486,138)	54%
Other operating revenues	83,310	21,007	(62,303)	75%
Other nonoperating revenues	3,448,500	6,765	(3,441,735)	100%
Total Revenue	6,072,804	851,748	(5,221,056)	
Salaries	(767,427)	(197,940)	569,487	74%
Benefits	(338,207)	(104,246)	233,961	69%
Cost of water	(215,000)	(83,726)	131,274	61%
Utilities	(100,000)	(23,691)	76,309	76%
Other operating expenses	(1,064,418)	(269,370)	795,048	75%
Leases	(8,949)	(7,908)	1,041	12%
Pension Unfunded Liability	\$ (103,886)	\$ (100,430)	3,456	3%
Total Expenses	(2,597,887)	(787,311)	1,810,576	
Capital outlay (Fixed assets)	(4,033,400)	(95,643)	3,937,757	98%
Net profit (loss)	\$ (558,483)	\$ (31,206)	\$ 527,277	
Debt Service Collections	607,042	155,369	(451,673)	
Debt Service Prin/Interest	(688,676)	(225,209)	463,467	
	(81,634)	(69,841)	11,793	

Budget to Actual 1st Quarter Report

Groveland Community Services District

For 1st Quarter Ended September 30, 2020

Sewer	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,673,902	\$ 418,659	\$ (1,255,243)	75%
Variable rates	519,290	197,068	(322,222)	62%
Other operating revenues	32,000	7,125	(24,875)	78%
Other nonoperating revenues	32,620	4,649	(27,971)	86%
Total Revenue	2,257,812	627,501	(1,630,311)	
Salaries	(609,327)	(144,649)	464,678	76%
Benefits	(254,690)	(75,924)	178,766	70%
Utilities	(126,000)	(23,354)	102,646	81%
Other operating expenses	(765,818)	(216,162)	549,656	72%
Leases	(2,679)	(1,973)	706	26%
Sewer Improvement Project Loan-P/I	(105,838)	(52,919)	52,919	50%
Pension Unfunded Liability	(70,494)	(68,149)	2,345	3%
Total Expenses	(1,934,846)	(583,130)	1,351,716	
Capital Outlay (fixed assets)	(2,043,750)	(48,726)	1,995,024	98%
Net profit (loss)	\$ (1,720,784)	\$ (4,356)	\$ 1,716,428	
Debt Service Collections	327,864	82,019	(245,845)	
Debt Service:Prin/Interest	(297,665)	(147,232)	150,433	
	30,199	(65,214)	(95,413)	

Budget to Actual 1st Quarter Report

Groveland Community Services District

For 1st Quarter Ended September 30, 2020

Total - Governmental Funds	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	1,204,893	27,100	(1,177,793)	98%
Other operating revenues	22,500	238	(22,263)	99%
Other nonoperating revenues	222,300	44,410	(177,890)	80%
Total Revenues	1,449,693	71,748	(1,377,945)	
Salaries and benefits	(156,482)	(43,241)	113,241	72%
Utilities	(53,628)	(22,186)	31,442	59%
Cal Fire/Amador contract	(1,319,537)	-	1,319,537	100%
Other operating expenses	(218,322)	(61,920)	156,402	72%
Transfer to Pension/Unfunded	(73,861)	(71,404)	2,457	3%
Non-Operating Exp.-Jones Hill	(166,300)	(27,642)	138,659	83%
Total Expenses	(1,988,130)	(226,393)	1,761,737	
Capital outlay (fixed assets)	(35,020)	(62,989)	(27,969)	-80%
Net profit (loss)	\$ (573,457)	\$ (217,634)	\$ 355,823	

Budget to Actual 1st Quarter Report

Groveland Community Services District

For 1st Quarter Ended September 30, 2020

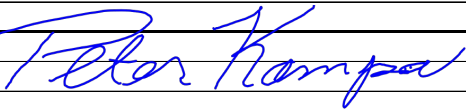
Fire	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	\$ 1,108,503	\$ 24,932	\$ (1,083,571)	98%
Other operating revenues	20,500	0	(20,500)	100%
Other nonoperating revenues	176,300	5,104	\$ (171,196)	97%
Total Revenues	1,305,303	30,036	(1,275,267)	
Salaries and benefits	(117,830)	(35,591)	82,239	70%
Cal Fire Contract	(1,056,071)	0	1,056,071	100%
Amador Contract	(263,466)	0	263,466	100%
Utilities	(18,628)	(5,872)	12,756	68%
Other operating expenses	(181,546)	(57,896)	123,650	68%
Tfr. to PERS Unfunded Liability	(72,006)	(69,610)	\$ 2,396	3%
Non Operating Exp - Jones Hill	(166,300)	(27,642)	\$ 138,659	83%
Total Expenses	(1,875,847)	(196,610)	1,679,237	
Capital Outlay (fixed assets)	(21,125)	(62,710)	\$ (41,585)	
Net Profit (Loss)	\$ (591,669)	\$ (229,284)	\$ 362,385	

Budget to Actual 1st Quarter Report

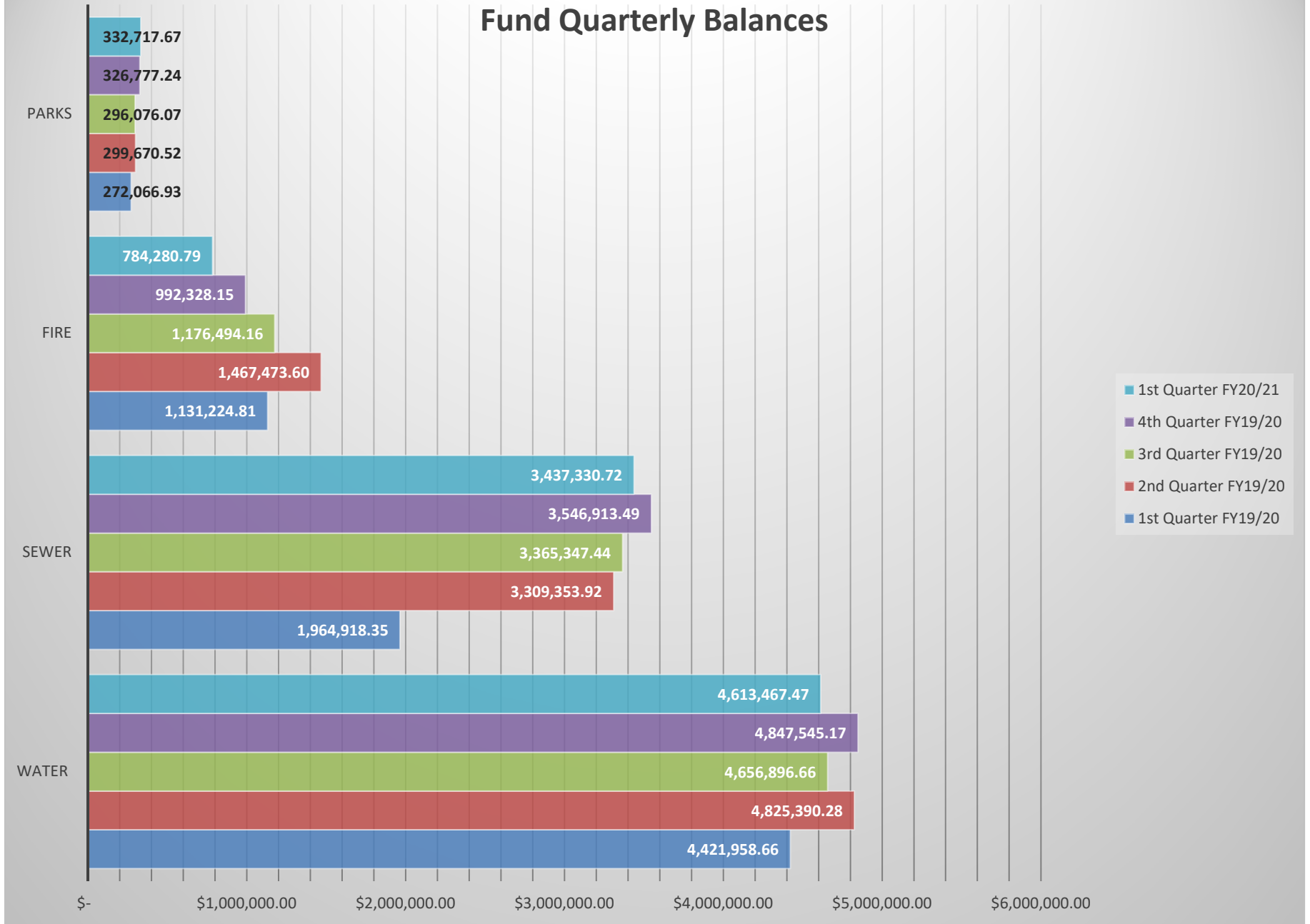
Groveland Community Services District

For 1st Quarter Ended September 30, 2020

Parks	2020/21 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 96,390	\$ 2,168	\$ (94,222)	98%
Other operating revenues	2,000	238	(1,763)	88%
Other nonoperating revenues	46,000	39,306	(6,694)	15%
Total Revenue	144,390	41,711	(102,679)	
Salaries and benefits	(38,652)	(7,651)	31,001	80%
Utilities	(35,000)	(16,314)	18,686	53%
Other operating expenses	(36,776)	(4,024)	32,752	89%
Transfer to Pension	(1,855)	(1,794)	61	3%
Total Expenses	(112,283)	(29,783)	82,500	
Capital outlay (fixed assets)	(13,895)	(278)	13,617	98%
Net Profit (Loss)	\$ 18,212	\$ 11,650	\$ (6,562)	

GROVELAND COMMUNITY SERVICES DISTRICT				Enterprise & D/G Funds			Government Funds		
Quarterly Investment/Treasurer's Report									
1st Quarter Balances @ 09/30/20									
Cash Accounts	Acct	Interest Rate	YTD Interest Jan-Sep 2020	Water	Sewer	Grunsky	Fire	Parks	G/L Totals
Mechanics Bank Operating Account	4498	0	0	295,119.82	676,947.07	6,762.41	16,606.97	82,775.62	1,078,211.89
Mechanics Bank Payroll Account	2426	0	0	15,927.88	16,535.22		2,886.87	5,181.60	40,531.57
Mechanics Bank Sewer Impr. Checking	2675	0	0		9,995.94				9,995.94
Water Bond Pymt Reserve	4662	0.08%	961.77	958,716.10	-		-	-	958,716.10
Sewer Bond Pymt Reserve	4745	0.08%	894.68	-	835,967.11		-	-	835,967.11
Cash Drawer				168.00	132.00				300.00
Petty Cash				100.00	100.00				200.00
Cash in Co Treas SAD 77-1				(588.00)					(588.00)
LAIF	5001	0.84%	55,299.85	2,648,882.66	1,897,653.38	12,119.91	764,786.95	244,760.45	5,568,203.35
Total Unrestricted Cash				3,918,326.46	3,437,330.72	18,882.32	784,280.79	332,717.67	8,491,537.96
2013 Water Bond Sale - Restricted Reserve	2498	0.08%	348.15	316,621.21					316,621.21
2014 BNY Water Bond Sale - Restricted Reserve	5112	0.03%	2006.15	378,519.80					378,519.80
2014 BNY Sewer Bond Sale-Restricted Reserve	9240	3.00%	129.38		-				-
Total Restricted Cash				695,141.01	-	-	-	-	695,141.01
Total Cash and Investments				4,613,467.47	3,437,330.72	18,464.26	784,280.79	332,717.67	9,186,678.97
2020 YTD Interest Earned		<u>Jan-Sep</u>	<u>\$ 59,639.98</u>						
"I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expense for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively."									
Name				Title	General Manager			Date	10-22-2020

Fund Quarterly Balances



Infrastructure and Equipment Reserves Summary Report

Fiscal Year	Water (Designated Annual Capital Outlay) ¹	Sewer (Designated Annual Capital Outlay) ²	Sewer (Designated Annual Infrastructure Reserve) ³
2015/16	\$450,000	\$0	\$ -
2016/17	\$463,500	\$0	\$ -
2017/18	\$477,405	\$0	\$ -
2018/19	\$491,727	\$300,000	\$ 100,000
2019/20	\$506,479	\$300,000	\$ 100,000
Total	\$2,389,111	\$600,000	\$200,000
Capital Expenditures ⁴	\$ 2,809,647	\$ 995,081	\$ -
Grants Received ⁵	\$ (1,224,613)	\$ (568,384)	\$ -
Reserve Balance	\$ 804,077	\$ 173,303	\$ 200,000

NOTES:

Water Fund Infrastructure and Equipment Reserve established in 2015/16 fiscal year. This column details the amounts designated to fund annual capital outlay work and any excess remaining in the reserve

Sewer Fund Infrastructure and Equipment Reserve established in 2018/19 fiscal year. This column details the amounts designated to fund annual capital outlay work and any excess remaining in the reserve

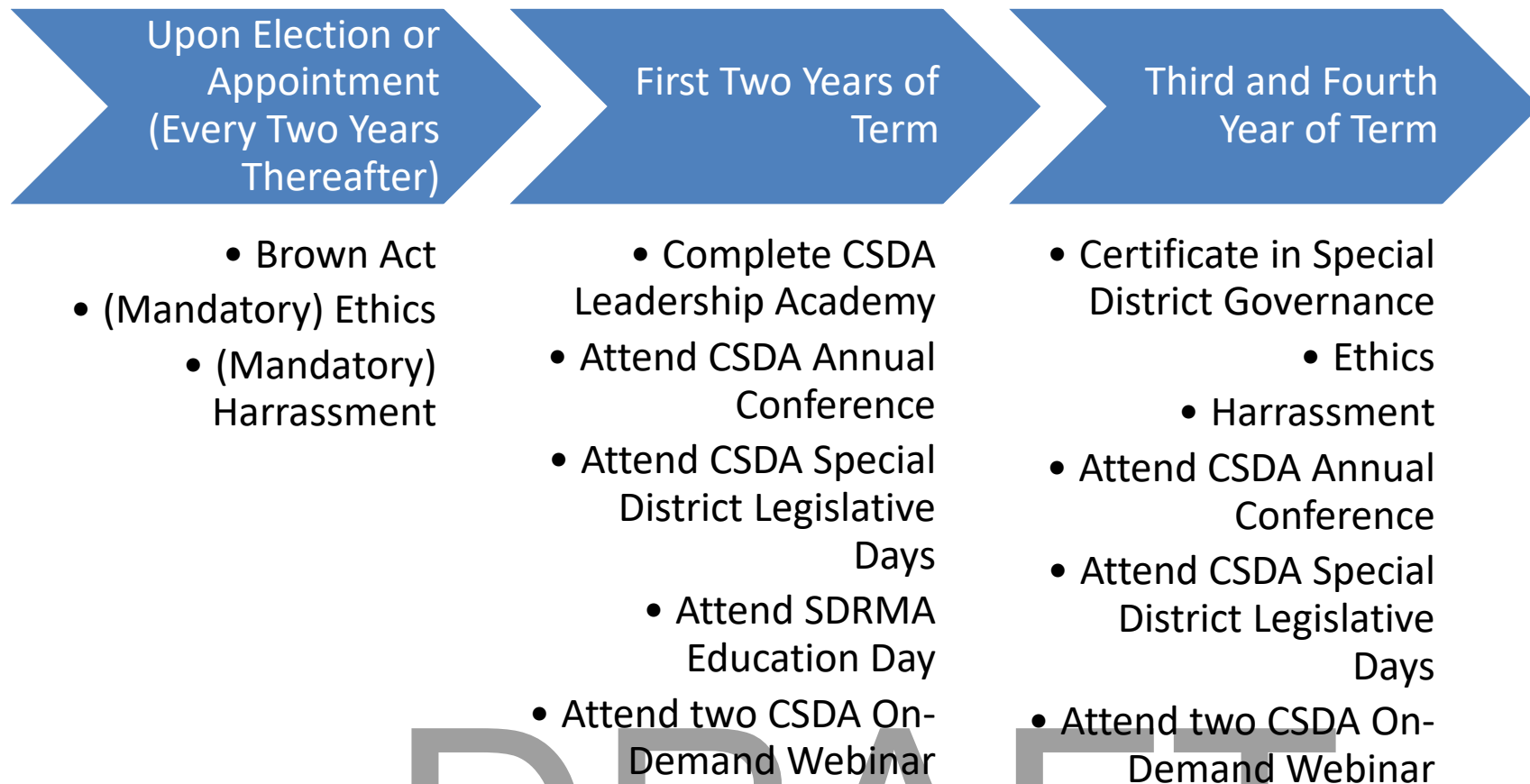
Sewer Fund Infrastructure Reserve established in 2018/19 fiscal year. This column details the amounts designated to be set aside for infrastructure replacement and upgrade projects in the future as detailed in the Sewer Master Plan

Infrastructure and Equipment Expenditures from Date Reserves Established in FY 2015/16 (water) and 2018/19 (sewer)

Grants Received for Infrastructure and Equipment from Date Reserves Established in FY 2015/16 (water) and 2018/19 (sewer)

The success of the Groveland Community Services District depends highly on the competence of its Board of Directors in effectively governing the District. Governance for the purposes of GCSD is the effective and strategic planning for the future, development of functional policy supportive of the District strategies and direction, engaging the public, establishing performance expectations and measuring successes.

Effective governance of a public agency as a cohesive team is not necessarily an inherent skill when Board members are elected; it must be learned. The Board of Directors has established the following minimum recommended “Board Excellence” plan as the standard for all current and future members of the Board.



Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL		January 2020	July 2020	REVIEW WORKSHOP October 2020
On Track, moving toward due date	Delayed, waiting on other items or time hampered	Off Track, not needed, or not possible	PERIOD COVERED			
#	Objective Description	Measurement	Due Date	October - Dec 2019	April - June 2020	July - Sept 2020
DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT						
1	Conduct an Organizational Evaluation/Develop an Employee Excellence Program	Board action on consultant contract and subsequent package of updated job descriptions	Initial - 6/30/2020, Revised - 1/30/21	Delays experienced with short staffing, staff changes	PROPOSED TO BE INCLUDED IN CONSULTANT SCOPE	DEVELOPING CONSULTANT SCOPE, PREPARED POSITIVE WORKPLACE CULTURE DECLARATION FOR MANAGEMENT
1a	Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position	Board presentation on program Outline (consultant assistance with program development)	Initial - 6/30/2020, Revised - 1/30/21	New initiative	PROPOSED TO BE INCLUDED IN CONSULTANT SCOPE	INCLUDED IN CONSULTANT SCOPE, POTENTIALLY INCREASING TO MORE HIGH LEVEL ORGANIZATIONAL EVALUATION
1b	Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic	Board approval of Continuity/Staffing Plan	31-Jan-21		NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT	CONSULTANT WORK SCOPE DEVELOPMENT IN PROGRESS
1c	Develop a COVID-19 Response Plan for District facilities and operations, including a remote-work plan and policies	Presentation of Response Plan to Board	14-Jul-20		NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT	COMPLETE
2	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board	30-Dec-20		NEW INITIATIVE FOR STAFF AND CONSULTANT	IN PROGRESS, EVALUATING POTENTIAL OUTSOURCING OF PAYROLL AND AP/AR FUNCTIONS, REDISTRIBUTION OF INTERNAL SUPPORT DUTIES
3	Conduct an evaluation of the Completeness and Effectiveness of our employee safety program including IIPP, required procedures and methods, and ability to protect against exposure to viruses such as COVID-19	Presentation of evaluation report to Board	Initial 10/13/2020, Revised 1/12/21		NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT	IN PROGRESS, CONSULTANT ENGAGED FOR INITIAL EVALUATION AND REPORT/PROGRAM PROPOSAL
3a	Consult with safety experts to update the District IIPP and safety program with necessary procedures	Board approval of Safety Consultant Contracts and subsequent presentation of updated Safety Program	31-Dec-20		NEW INITIATIVE TO BE INCLUDED IN CONSULTANT CONTRACT	INCLUDED WITH ITEM 3 CONSULTANT EVALUATION
4	Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position	Board consideration of report regarding IT staff addition and approval of revised organizational chart if warranted	11-Aug-20		NEW INITIATIVE FOR STAFF AND CONSULTANT	COMPLETED AND BOARD APPROVED OCTOBER 2020. HIRING PROCESS BEGINNING
NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE						
5	Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification	Board approval of updated orientation program content	30-Jun-20	New initiative	PROPOSE SEPTEMBER 2020 COMPLETION	COMPLETED DRAFT FOR REVIEW
6	Complete the Sewer Ordinance Update	Board approval of revised ordinance	Initial (revised) 7/31/2020, proposed December 8, 2020	Delayed due to workload	DELAYED DUE TO PRIORITIES	DRAFT LANGUAGE UNDER INTERNAL REVIEW, PROPOSE FOR BOARD REVIEW DECEMBER 2020
6a	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions	10-Mar-20	Public Hearing scheduled	COMPLETED	COMPLETED
7	Complete Water Ordinance Update	Board approval of revised ordinance	Initial (revised) 9/30/2020, proposed April 13, 2021		DELAYED DUE TO PRIORITIES	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021
8	Complete Park Ordinance Update	Board approval of revised ordinance	Initial 12/31/2020, revised April 13, 2021		DELAYED DUE TO PRIORITIES	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021
9	Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount	Board approval of financial needs analysis	Initial 12/31/2020, revised April 13, 2021		ON TRACK TO HIRE CONSULTANT IN OCTOBER, COMPLETION MAY MOVE OUT TO MATCH MASTER PLANS AND CIP	DEVELOPED INITIAL RESERVE REPORT AND PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE CONSIDERED IN THE FUTURE POST MASTER PLAN COMPLETION
10	Develop New Financial Reserve Policies	Board approval of policies	Initial 12/31/2020, revised April 13, 2021	Policy formats identified, need \$ amounts from studies	SAME AS ABOVE	ON TRACK
11	Complete monthly updates to Operating policies and procedures manual to new format	Monthly Board action on updated policies	None proposed	In progress	MOVING SLOWER THAN ANTICIPATED DUE TO ADDED WORKLOAD	PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE COMPLETED AS NEEDED ON AN ONGOING BASIS
ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND OPERATIONS						
12	Complete updated water and sewer master plans	Board approval of final master plans	Initial 8/30/2020, revised 12/31/2020	In progress	COVID RELATED DELAYS, COMPLETION MOVED TO OCTOBER 2020	REVIEWED 3 ADDITIONAL TECH MEMOS WITH FINAL PLAN NOW SCHEDULED FOR COMPLETION BY 12/31/2020
12a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP	31-Dec-20	In progress	SAME AS ABOVE	SAME AS ABOVE
13	Contract for Water and Wastewater System Connection Fee Study	Board adoption of Connection Fee Study and Schedule	30-Mar-21	Master Plans must be completed first to ID projects	RELIES ON MASTER PLANS AND CIP	CONSULTANT UNDER CONTRACT AND IN PROCESS OF DATA REVIEW. SIGNIFICANT EFFORT TO COMPILE MUCH OF THE ASSET DATA NECESSARY

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP			
			January 2020	July 2020	October 2020	
		PERIOD COVERED				
#	Objective Description	Measurement	Due Date	October - Dec 2019	April - June 2020	July - Sept 2020
14	Secure funding agreement for Downtown BOF/Groveland water and sewer system improvements	State Funding Agreement	31-Dec-20	All docs submitted	CROSSING OUR FINGERS, STATE SAYS 4-5 MONTHS FROM JULY 2020	COMPLETED FOR SEWER PROJECT AGREEMENT AS OF OCTOBER 19, 2020. FINAL DESIGN BEING COMPLETED INCLUDING UPDATE OF PROBLEM AREAS TO BE ADDRESSED. PROJECT TO BE PUBLICLY BID IN JANUARY OR FEBRUARY 2021. WATER AGREEMENT TO BE SEPARATE OBJECTIVE
15	Secure funding agreement for Clearwell Rehabilitations	State Funding Agreement	30-Apr-20	State says two months	COMPLETED APRIL 2020	SUBMITTED BUDGET AMENDMENT TO INCREASE FUNDING DUE TO HIGHER THAN EXPECTED BIDS, WAITING FOR STATE APPROVAL OF BUDGET AND NTP
16	Prepare 2019/20 Community Development Block Grant (CDBG) funding application	Confirmation of application submitted	31-Mar-20		COMPLETED 7/27/20 DUE TO TARDY COUNTY AUDIT	APPLICATION IS COMPLETE FOLLOWING AUDIT SUBMITTAL BY COUNTY, HOWEVER FUNDING IS EXHAUSTED AND LIKELY NO FUNDING UNTIL THE 2021 NOFA RELEASED
17	Develop Capital Improvement/Replacement Plans for fire services	Board approval of CIP	7-Jan-20	COMPLETED	COMPLETED	COMPLETED
18	Develop Capital Improvement/Replacement Plans for Park services	Board approval of CIP	Initial 6/30/2020, revised January 30, 2021		COVID RELATED DELAYS AND OTHER PRIORITIES, COMPLETION MOVED TO SEPTEMBER 2020	IN PROGRESS, CONTRACT WITH WRT CONSULTANTS INCLUDES CURSORY CONDITION ASSESSMENT; COMPLETION OF PLAN PROPOSED FOR JANUARY 2021
19	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	Board presentation on GPS plan and schedule	10-Mar-20	Purchased equipment and scheduling training	WORK PROGRESSING, PRESENTATION BY OPERATIONS ON AUGUST 11, 2020 BOARD MEETING	COMPLETED. PROGRAM NOW PROCEEDING AS A GENERAL PRACTICE/ONGOING BASIS
20	Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs	Board approval of contracts	10-Mar-20	RFQ approved by Board 1-7-20	COMPLETED MAY 2020	COMPLETED MAY 2020
21	Complete the Fire Department Master Plan Update	Board approval of Master Plan	10-Mar-20	In progress	COMPLETED MAY 2020	COMPLETED MAY 2020
21a	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSO boundaries	Consideration of agreement with County regarding mitigation funding for development projects	Initial 10/13/2020, revised 12/31/2020		NEW INITIATIVE	IN PROGRESS, CONTINUE TO MEET WITH COUNTY ADMINISTRATION AND REVIEW LEGAL OPTIONS. SECURED COUNTY FUNDING COMMITMENT FOR AMADOR COST
21b	Complete Development Financial Impact Study for Terra Vista and Under Canvas projects	Board approval consulting services and approval of Impact Study	13-Oct-20		NEW INITIATIVE	COMPLETE AND PRESENTED TO BOARD
21c	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report	28-Feb-21		NEW INITIATIVE	HELD INITIAL CONVERSATIONS INTERNALLY WITH CALFIRE AND WITH COUNTY ADMINISTRATION
21d	Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies	Board presentation of call data	11-Aug-20		NEW INITIATIVE TO BE PRESENTED ON AUGUST 11, 2020	COMPLETED AND BEING REGULARLY UPDATED ON GIS SITE. DATA ACCURACY BEING EVALUATED AND IMPROVEMENT OPTIONS DEVELOPED
21e	Complete creation of a Community Facilities District (CFD) within the GCSO boundaries to provide funding for Fire and Park services from new development projects		9-Feb-21			NEW INITIATIVE
21f	Secure revised Schedule A Contract with CalFIRE removing the Amador Contract cost obligation (transferred to County contract)		10-Nov-20			NEW INITIATIVE
22	Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process	Board approval of Plan; Board approval of funding applications	Initial 4/14/2020, revised 2/13/2020	Time availability has slowed process	COVID AND WORKLOAD RELATED DELAYS, PLANNING CONSULTANT PREPARED SITE PLAN, PROPOSE OCTOBER COMPLETION	COMPLETED CONSULTANT RECRUITMENT PROCESS, WITH WORK SCOPE INCLUDED IN THEIR CONTRACT.
23	Develop a long-term Park Service Funding Plan	Board approval of funding plan	Initial - 6/30/2020, Proposed October 12, 2021		PROPOSE DELAY UNTIL AFTER FIRE FUNDING MEASURE DECIDED BY VOTERS/MOVE COMPLETION	NON PRIORITY AT THIS TIME. PROPOSE DELAY UNTIL SUMMER/FALL 2021
24	Plan the State Parks funded Per Capita Grant Improvements	Board approval of project	Initial 5/12/2020, revised 12/8/2020		COVID AND WORKLOAD RELATED DELAYS, PROPOSE SEPTEMBER COMPLETION	IN PROGRESS, INITIAL EVALUATION IN WRT CONSULTANT SCOPE OF WORK, PROPOSE ON DECEMBER 2020 BOARD AGENDA
24a	Secure Per Capita Funding Agreement with State	Management Report of signed funding agreement	Initial 7/1/2020, revised January 31, 2021	Waiting for state	STATE DELAYED FUNDING IMPLEMENTATION UNTIL JULY 2020. TRAINING IN JULY, PROPOSE GRANT AGREEMENT IN NOVEMBER 2020	PROPOSE JANUARY AGREEMENT AFTER BOARD ACTION ON PROJECT PLAN
24b	Implement Per Capita Park Improvements	Management presentation of completed projects	30-Jun-21	Need board approved project and funding agreement	BID IN EARLY SPRING CONSTRUCTION LATE SPRING 2021	PLANNING IN PROGRESS
25	Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS	Board consideration of easement approval and related agreement	8-Sep-20		NEW INITIATIVE PROPOSED FOR BOARD CONSIDERATION AUGUST 11, 2020	COMPLETED AGREEMENT, CONSTRUCTION BEING SCHEDULED BY PG&E

Management Objectives Report 2020-2022

Legend:	NEW OBJECTIVES PROPOSED FOR APPROVAL	January 2020	July 2020	REVIEW WORKSHOP October 2020
On Track, moving toward due date				
Delayed, waiting on other items or time hampered				
Off Track, not needed, or not possible				

#	Objective Description	Measurement	Due Date	PERIOD COVERED		
				October - Dec 2019	April - June 2020	July - Sept 2020
26	Complete evaluation and partnership agreement with an Internet Service Provider to expand broadband services in the GCSD service area, and implement new technologies at District facilities	Board consideration of partnership agreement	Initial 9/8/2020, revised 12/08/2020		NEW INITIATIVE PROPOSED FOR BOARD CONSIDERATION AUGUST 11, 2020	IN PROGRESS, NEGOTIATING AGREEMENT TERMS, PROPOSE COMPLETION DECEMBER 2020
27	Evaluate consolidation of the Groveland Lighting District into GCSD	Board consideration of consolidation proposal	Initial 10/13/2020, revised June 30, 2021		NEW INITIATIVE PROPOSED FOR BOARD CONSIDERATION OCTOBER 2020, SUBJECT TO LAFCO SCHEDULE	EVALUATION STALLED DUE TO PRIORITIES, ALSO PENDING OUTCOME OF MUNICIPAL SERVICE REVIEW SCHEDULED FOR COMPLETION DECEMBER 2020
28	Complete annexation of Airport Estates	LAFCO approval of annexation	Initial 10/13/2020, revised June 30, 2021		NEW INITIATIVE SUBJECT TO LAFCO SCHEDULE	DELAYED PENDING COMPLETION OF THE MUNICIPAL SERVICE REVIEW. SECURED LAFCO APPROVAL FOR OUT OF AREA SERVICE TO PROPERTIES UNTIL ANNEXATION
ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES						
29	Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent	Presentation of annual accomplishments reports	28-Jan-20		COMPLETED	COMPLETED. ALSO ADDED RESERVE SUMMARY REPORT AND PREPARING CONSOLIDATED RESERVE/PROJECT REPORT
30	Complete development of a local funding measure to support Fire Services	Board approval of funding measure; submit to voters	Initial 5/12/2020, revised 2/9/2021	Draft survey in 1-28-20 packet	PURPOSELY DELAYED DUE TO COVID AND COORDINATION WITH COUNTY	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA
30a	Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department	Confirmation of group formation	14-Apr-20	Need to identify local leader to head up group	PURPOSELY DELAYED DUE TO COVID AND COORDINATION WITH COUNTY	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA. ALSO INTEND TO COORDINATE WITH GROVELAND CERT AND SEEK PMLA ENDORSEMENT
30b	Coordinate with the County and Fire Districts in the Development of an entity, such as a JPA capable of levying and administering a Fire Services funding measure	Board approval of JPA agreement or similar	31-Dec-20		NEW INITIATIVE NECESSARY FOR COUNTYWIDE FUNDING MEASURE	ON TRACK FOR CREATION BY DECEMBER 2020. BOARD REVIEWED DRAFT JPA LANGUAGE DURING OCTOBER MEETING
ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND ACCOUNTABILITY						
31	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board	Based on Board member participation	Need one more Board member attendance	COVID RELATED DELAYS IN TRAINING, CANCELLATION OF CSDA EVENTS; PROPOSE NEW MARCH 2021 DEADLINE	NO FURTHER ACTION, ALL CONFERENCES CANCELLED, MUST BE DONE ONLINE, PROPOSE REMOVE FROM MANAGEMENT OBJECTIVES
32	Achieve Special District representation on Toulumne County LAFCO	SPECIAL DISTRICTS SEATED ON LAFCO	30-Jun-20		COMPLETED	COMPLETED
33	Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)	Submit LAFCO information request/response for Board review on August 11, 2020 of October Board workshop	Initial 7/31/2020, revised 12/31/2020		NEW INITIATIVE IN PROGRESS, TO PRESENT TO BOARD	ON TRACK, DRAFT MSR EXPECTED BY DECEMBER 2020
34	Develop a plan to 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	Presentation of plan for Board approval	Initial 4/14/2020, revised 6/30/2021	Staff gathering policies, procedures and costs	COVID AND BUDGET RELATED DELAYS, SCHEDULED FOR FALL 2020 START	ON TRACK FOR JUNE 2021 COMPLETION, IMPLEMENTATION BEGINNING WITH SPRINGBROOK CONVERSION TO CLOUD
35	Create a New Customer Information packet	Presentation of packet to Board	14-Apr-20	New staff training and improvements has delayed	COMPLETED, TO BE FINALIZED AND PUBLISHED IN SEPTEMBER 2020	COMPLETED
36	Conduct a records inventory and establish appropriate records categories	Presentation of inventory and categories to Board	initial 9/30/2020, revised January 26, 2021		IN PROGRESS AND MOVING WELL, RECORDS CATAGORIES SET, PROPOSE INVNTORY COMPLETION AND BOARD PRESENTATION DECEMBER 2020	ON TRACK FOR COMPLETION ON SCHEDULE. PROJECT FOLDER MODULE RECENTLY DEVELOPED
37	Evaluate and implement systems and technologies for records and data management	Presentation of options to Board	Initial 12/31/2020, revised January 26, 2021		IN PROGRESS AND MOVING WELL	ON TRACK, MIGRATING TO LASERFISCHE DOCUMENT MANAGEMENT SYSTEM. PRESENTATION TO BE PROVIDED TO BOARD APRIL 2021
38	Develop reports on reserves and connection/capacity fee expenditures and present annually	Annual Board presentations in September	Initial 12/31/2020, revised 4/13/2021		RESERVE REPORT INCLUDED IN 4TH QUARTER FINANCIALS, PROPOSE COMPLETION CONSISTENT WITH CIP, RESERVE STUDY AND POLICIES	RESERVE SUMMARY REPORT PREPARED INCLUDING RESERVE BALANCE, CAPITAL EXPENDITURES AND GRANT DATA. CONNECTION/CAPACITY FEE REPORT PROPOSED AT END OF DEVELOPMENT IMPACT FEE STUDY AND CIP ADOPTION; APRIL 2021