



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

February 12, 2019

10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

i. Fire Department Report

ii. General Manager's Report

1. Status of Reimbursement for Lift Station 16 Reconstruction Expenses Under the Integrated Regional Water Management Grant

2. Review of CalOES Obligation of Funds for the March 22, 2018 Flood Damage Restoration, and Project Status Update

3. Update on the Potential for an Emergency Services Impact Study Related to the Proposed Terra Vi Lodge Project

iii. Operations Manager's Report

1. Report on Status of Tunnel Shutdown and Related Operations

2. Review of Draft Capital Improvement/Replacement Projects to be Included in a Capital Improvement Plan (CIP) and to be Submitted for Inclusion in the Tuolumne Stanislaus IRWMP

iv. Administrative Services Manager's Report

1. 2nd Quarter Financial Statement Report

2. Presentation of 2nd Quarter Investment Report

3. Summary of Ordinance 1-19 (informal Bidding) to be Published

4. Report on the Future Impact of SB 998, Establishing Restrictions on the Discontinuance of Residential Water Service

4. Consent Calendar

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

- A. Approve Minutes from the January 8, 2019 Regular Meeting
- B. Accept January Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title
- D. Adoption of a Resolution Authorizing Execution of the Tuolumne Stanislaus Regional Water Management Joint Powers Agreement, Approving Bylaws and Designating a Board member to Serve on the JPA Board of Directors
- E. Adoption of a Resolution Approving Amendments to the District Contracting Policy to Remove Fixed Dollar Amount Bid Limits and Approve by Reference Bidding Limits Under the Uniform Construction Cost Accounting Act as Amended

5. Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda)

- A. Adoption of a Resolution Recertifying the District's Sewer System Management Plan (SSMP); State Water Resources Control Board (SWRCB), Order No. 2006-0003
- B. Status Update on Accomplishments, Review and Potential Update of the Management Objectives Adopted for the General Manager

6. Discussion and Action Items

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

- A. Adoption of a Resolution Approving 2018-19 Budget Adjustments, Including Specified New and Amendments to Existing Capital Projects and Major Purchases:
 - i. Ratifying the Award of Contract to Njirich Construction for the Wastewater Treatment Plant Valve Vault Installation Project
 - ii. Ratifying the Award of Contract to Don Pedro Pump for the Removal, Renovation and Reinstallation of the Big Creek Turbine Pump
 - iii. Approval of the Purchase, Installation and Configuration of Replacement Hardware and Software Related to the District Supervisory Control and Data Acquisition (SCADA) System; AquaSierra Controls
 - iv. Approval of the Purchase of Asset Management Software, Associated Data Entry and Annual Subscription; SEMS Technologies
- B. Adoption of a Resolution Approving a Debt Management Policy
- C. Approval of Revised and Updated Position Classifications for the Purpose of the Compensation Study Currently in Progress
- D. Discuss the Proposed Scheduling of a Public Workshop to Receive Input on Potential Park Improvements
- E. Discuss the Proposed Scheduling of a Board Workshop to Review Fire Department Revenue and Expenses, Future Funding Needs and Options
- F. Schedule Revised April 2019 Regular Board Meeting Date due to Directors Attendance at SDLA Conference and Call a Special meeting

7. Adjournment

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

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

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
February 12, 2019

To: Board of Directors

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

Subject: Monthly Activity Report – January 1, 2019 to February 3, 2019

Operations:

Emergency Incident Response:

On January 7, 2019 Engine 781 responded to a reported tree into a residence at 20237 Upper Skyridge Drive. Upon arriving at scene, fire crews located a large dead Ponderosa Pine crashed onto the service drop, porch and deck of the residence due to severe weather. Winds in the area were estimated gusting up to 30 – 40 MPH. The tree mortality in the area is a result from years of unprecedented drought and the resulting bark beetle infestation across the region. Fortunately, the residence was unoccupied at the time and the fire crew remained at scene until PG&E secured the service drop.



On January 12, 2018 CAL FIRE and Groveland Fire responded to a reported vehicle fire on Merrell Road X Second Garrotte Ridge Road. Upon arrival, there was a fully involved Dodge pickup truck off the roadway. Fire crews immediately contained the fire preventing any extension in the wildland. The cause of the fire was determined to be mechanical.



Response Activity Tally:

District Incidents: 37

Out of District Incidents: 2

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	Out of Service-Broken Door
Utility 786	2008 Chevrolet 2500	In Service

Training:

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

- Engineer Chunn attended Continued Professional Training
- Water Supply
- Hose Deployment and Management
- Low Angle Rope Rescue Operations
- Auto Extrication
- Pump Operations
- Hydraulic Calculations



Response Activity Tally Report

Report Date 02/05/2019

Incident Type Code and Description	Incident Count
Unit: TCU	
Agency Name: GROVELAND FPD 55045	
Battalion: BAT6	
131 - Passenger vehicle fire	1
311 - Medical assist, assist EMS crew	2
321 - EMS call, excluding vehicle accident with injury	22
322 - Motor vehicle accident with injuries	1
381 - Rescue or EMS standby	1
421 - Chemical hazard (no spill or leak)	1
444 - Power line down	6
553 - Public service	1
815 - Severe weather or natural disaster standby	2
Total: 37	

GCSD Highlight

- Staff's performance was especially exceptional this month as they faced a plethora of operational challenges due to the multiple storm events. These challenges included:
 1. Four water breaks discovered and repaired during the storms
 2. Multiple power outages requiring extensive staff time checking and refilling District generators (used approximately 2,000 gallons of diesel fuel), checking lift stations, water plants, sewer plant, to ensure continued operation.
 3. Sewer Force Main Break SSO
 4. Sewer line repair to remove root intrusion

Many of these operational challenges occurred after hours after staff had already worked a full day.

Capital Projects

- Coordinated with Contractors on the bidding of the Reservoir 1 Valve and vault rehab project.
- Met Po at Lifts Station 1 for easement/property line concerns. (Lot Cleanup)
- Worked with District Engineer on the feasibility of Sewer Main Line Extension.
- Coordinated with Taylor Construction for the Concrete work for the Drying Pad Project.





Water

- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS.
- Performed monthly UV calibrations at 2G and BC.
- Took weekly plant and distribution samples.
- Monitored Distribution Tank weekly.
- Worked/operated AWS (adjusting chemical pumps, calibrating monitoring equipment) and worked with STS on computer reporting issue.
- Submitted monthly Water Treatment Report and Conservation Report.
- Completed weekly checks on Tank 4 (Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet).
- Monthly lock offs due to nonpayment.
- Repaired broken Hydrant on Clements Road (Broken Breakaway on the shaft)
- Repaired Hydrant
- Repaired Pump Control valve for Dunn Ct Turbine.
- Installed a new sight glass on the CCT at AWS, repaired Booster Pump Trailer Main Power Connection.
- Worked with Kevin's Crane and removed Big Creek Turbine Pump House for upcoming repair.
- Cleaned out meter boxes' and around Hydrants in Unit 1.
- Dug up meter in Town and loosened curb stop to shut off meter for PO water line repair.

Water Breaks

- Total of 4 Service Tube Breaks. Dyer Ct, Ferretti Rd 3-491, Muller 5-202 and unit 3 lot 211.

Wastewater:

- Took monthly reservoir samples and weekly plant samples.
- Chemical and Hydro flushed multiple gravity lines throughout the District.
- Submitted monthly Wastewater Report.
- Completed weekly (PMCS) Preventative Maintenance Checks and Services of all Lift Station.

- Worked with District Engineer on Sanitary Sewer Management Plan (SSMP).
- Diagnosed Lift Station #12 Communication Fail alarms.(faulty Plug in the Cabinet)
- Completed Manhole Inspections for Groveland and Big Oak Flat.
- Repaired Blowers for the Sewer Treatment Plant.(Blown Fuses and Broken Belts)
- Staged Rain for Rent Pump by Sewer Treatment plant Headworks for standby.
- Lift Station 1, 15 and (16 easement) road maintenance down trees removed and rocked Ls15 road to fill in holes from past storms.
- Replaced GFI outlet for the Sewer Treatment Plant.
- Changed out UPS Batteries at LS 2, 4, 8 &9.
- While performing Manhole Inspections on LS 16 Break over staff had concerns that we might have an I&I problem with a section of that line. Staff ran a CCTV Camera but did not locate any problem with that suspected section, we will check back during a rain event.
- Replaced the sump pump in Lift Station 16 drywell.
- Updated all phone numbers in all Lift Station Auto Dialers and tested.
- Took light tower to Lift Station 4 and used Generator to pump down station.
- Repaired Chlorine leak on the STP Chlorine Generator brine pump.
- **SSO at 13080 Gamble Street**

Flow as diverted to Lift Station #10 by building a berm in the trench and opening the property owner cleanout allowing it to return to the collection system. District Crew used sand bags to slow upstream creek flow, staff then Vacuumed up creek and surrounding area affected by the spill. Staff then excavated the 4" PVC Force Main, located the failed section, drained back Force Main into Lift Station #10, cut and repaired a 3' section of failed 4" PVC. All contaminated soil was removed, hauled back to the District yard and disposed of, 12 yards total. New material was brought in (sand, dirt) brought to grade and compacted. Area was then graded out treated with a chlorine solution and straw laid down for erosion control.





- Po called in about a possible sewer clog. Staff pushed a CCTV Camera in the Gravity Line next to LS 11 found roots at interconnection of main line and private lateral. Staff dug up the line, removed the roots, repaired the line and brought back in service.





Maintenance

- Completed weekly Generator Checks.
- Coordinated with PH Electric on District Parking Lights (installed 5 new poles and 9 Lights) all District Street lights are now LED.
- Adjusted parking brake on the Old Backhoe
- Changed out the battery on Truck 8.
- Burned piles next to District Spray Fields.
- R&R on District Spray Field Roads.
- Took Engine 788 to Sierra Motors and Buck Auto Body to get quotes for damaged driver side door.
- Cleaned and covered Operations Build Roof with plastic due to leaks over the SCADA Computers.
- Completed routine service on Truck 18.
- Installed new filters for the E-Basin Blowers.
- Replaced Truck 3 door handle.
- Took the New Backhoe to the Tire Shop and had them install new Tires.
- Rebuilt the wiper control valve for the Dump Truck.
- Checked Fire Department shower for possible leak. Shower has been leaking witch is causing sub floor rot.
- Completed routine service and 90 day BIT Inspection on Engine 781.

After Hour Call Outs

- 2 Sewer
- 6 Water
- 2 Admin

DRAFT CAPITAL PROJECT LIST 2019

ADMINISTRATION AND STUDY PROJECTS	
CAPITAL ITEM	DESCRIPTION
Admin Building configuration, electrical, upgrade	
Admin Building deck and rail replacement	
Admin building Board room entrance and ramp	
Parking lot restoration	

WATER	
CAPITAL ITEM	DESCRIPTION
Big Creek Tank Rehab(CCT/CW)	
AWS Site Upgrade	Automation, site piping permanent, backwash water handling (IRWM Project)
Tank 5 and 1 Replacement	
Tank Mixers and ladder rehab	
Ops&Maint Building Replacement	
Big Creek Generator Replacement	(IRWMP Project)
2G & BC Turbine Upgrades	(IRWMP Project) Potential upgrade size. Two new pumps for each, refurbish existing pumps and keep as redundant
WTP Roof Replacements	Big Creek both buildings
Water System Mapping Upgrade	
Hydrant Replacement	Outdated, not manufactured, replace systematically
ARV & PRV Replacement	Identify and inventory; plan to replace by unit, evaluate cost of blowoff versus hydrant
Tank 4 Study and possible relocation	Fire flow does not meet standards, hydropneumatic system difficult to operate. Start with new controls and compressor system, Identify customers served for map
Upgrade to Auto Read Meters (AMR)	Fully automated system (IRWMP Project)

WASTEWATER	
CAPITAL ITEM	DESCRIPTION
Lift Station 14 Rehab	Wet well, corroded, leaks into wetwell around pipes due to hydraulic pressures, renovate pump systems per standard
All Hub Station Old Can Rehabs	Fill floor of cans
Effluent/Biosolids Process Improvements	Need to be able to move sludge mechanically from the plant to the drying beds
Headworks Rehabilitation and Update	Renovation with new screen system, solids handling/disposal
STP Irrigation Pump Station Replacement	New controls and cabinet, alarms, new valves for irrigation, new wetwell configuration,
Spray Field Improvements/Expansions	Pipes above ground, difficult to maintain and operate
STP Generator Replacement	Old and difficult to find parts
STP MCC Room Rehab	All components are old and parts are difficult to find, cabinets are rusted,
LS6 to STP Force Main Feasibility Study	Potential main to bypass LS 7 in the event of failure
Lift Station Generator Replacement (1,2,8 & 9)	Old and difficult to find parts
Sewer System Mapping Upgrade	Will need some GPS work to locate manholes, ARVs
Force Main Inspections and ARV Replacements	Need to inventory ARV and identify for map
Upper Skyridge Sewer	
LS 10 Force Main	Replacement needed due to failing underground piping and SSO
Lift Station 2 Plumbing Upgrade	Force main has experienced multiple breaks due to faulty materials, need to replace approximately 1200 LF

PARK	
CAPITAL ITEM DESCRIPTION	DESCRIPTION
Lower Park Shade Cover	In front of stage, install permanent roof system to improve function, safety and reduce staff costs
Bathroom Upgrade	Poor plumbing, expensive operation, difficult to keep clean. Potentially replace entire structure to include equipment storage room, or complete renovation
Lawn/Irrigation Replacement	High water using heads, no standard design, no lawn maintenance. Need landscape design assistance, irrigation design and construction, new turf and fill over roots, potentially level out with retaining walls
Parkinglot/Sidewalk Rehab	Evaluation needs to be completed, repairs made and asphalt overlay/surface treatment installed. Sections of sidewalk need to be replaced
Skate Park Repair	
Park Lighting Upgrade	
Walking Trails	
BBQ Pit and Table rehab	



January 22, 2019

RECEIVED
JAN 28 2019

BY:.....

Peter Kampa
General Manager
Groveland Community Services District
P.O. Box 350
Groveland, California 95321

Subject: Notification of Obligation
CDAA Grant Program
CDAA-201801, Cal OES ID: 109-91003

Dear Mr. Kampa:

Obligation Notification The California Governor's Office of Emergency Services (Cal OES) has attached the Exhibit C for State Supplement #1. Please see the table below for further obligation details.

Obligation Details	Supplement Obligation Amount	Cumulative Amount Obligated
State-California Disaster Assistance Act (CDAA)	\$194,783	\$360,945

Payment Process For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	State Funds Disbursement Process
Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis
Projects 100% complete	Automatic payment of state share and administrative allowance

**Payment
Process-
Continued**

For this particular Supplement, payment will be automatically disbursed as follows:

Payment Details	Amount Automatically Paid
State-CDAА	\$17,708

For those projects with a work completion of less than 100%, a Project Reimbursement Request form has also been included with this supplement.

State funds will be issued separately by the State Controller's Office. Please be advised that state warrants have a one-year period of negotiability.

**Required
Documents**

In order to receive funds, the following forms must be on file with our office:

Form	Received by Cal OES?
Project Application CDAА Program (CDAА 1)	Yes
Designation of Applicants Agent Resolution (OES 130)	Yes
Payee Data Record (STD. 204) - Private non profit organizations only	N/A

**Program
Requirements-
General**

As a requirement of this program, a special fund for the deposit of the state warrant must be established upon receipt of any advance funding. Under no circumstances are expenditures to be made for any damages other than those approved in this application. Any funds received in excess of current needs or approved amounts, or those found owed as a result of an audit or final inspection, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

**Fair Hearing
Process**

In accordance with Title 19 California Code of Regulations, Section 2900, if you disagree with the obligated amount(s) or scope of work for the Damage Survey Report (DSR) addressed in this Supplement, you must direct your grievance, together with any information in writing, to the Assistant Director of Recovery within sixty (60) working days of receipt of notification of the issue to be grieved, unless this deadline is extended by Cal OES. The grievance must state the issue(s) in the dispute, the legal authority, or other basis for the local agency's position and the remedy sought. Please submit your grievance in writing to the following mailing address:

California Governor's Office of Emergency Services
Recovery Division, Public Assistance
3650 Schriever Avenue
Mather, California 95655

**Questions and
Inquiries**

For appeal assistance, contact Public Assistance at (916) 845-8200. For assistance regarding this letter, contact the Grants Processing Unit's main line at (916) 845-8110.

GRANTS PROCESSING UNIT

Enclosure(s)

c: Applicant's State File

PROJECT/ADMINISTRATIVE ALLOWANCE PAYMENT REPORT

Decl #: 201801 OES ID#: 109-91003 CDA Supp#: 1

Applicant Name: Groveland Community Services District

OES Suffix #:		Groveland Community Services District			Project Obligations		Authorized Project Payment Amount
OES Project#	PW Ref#	DSR Amount	Percent Complete	Project Obligations			
58031	3152	52,500	0	52,500		No payment authorized for this project	
58033	3877	108,895	0	108,895		No payment authorized for this project	
58032	3949	15,680	20	15,680		No payment authorized for this project	
OES Suffix # Total:		177,075		177,075		0	

Project Payment: 0

Admin Allowance: 17,708

Total Payment: 17,708

Maring Lisovsky, SSM II



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Cal OES ID: 109-91003
Supplement Number: 1
Disaster Number: 201801

PROJECT APPLICATION APPROVAL
CALIFORNIA DISASTER ASSISTANCE ACT PROGRAM

1. SUBGRANTEE'S NAME AND ADDRESS

Groveland Community Services District
P.O. Box 350
Groveland, CA 95321

2. AUTHORIZED AGENT

Peter Kampa
General Manager

3. PROJECT SUMMARY

CATEGORY OF WORK	AMOUNT APPROVED BY STATE
A - DEBRIS REMOVAL	\$15,680
B - EMERGENCY PROTECTIVE MEASURES	\$0
C - ROAD SYSTEMS REPAIRS	\$108,895
D - DIKES, LEVEES & FLOOD CONTROL WORKS	\$0
E - PUBLIC BUILDINGS	\$0
F - UTILITIES	\$52,500
G - OTHER	\$0
H - FIRE SUPPRESSION	\$0
Z - FEDERAL ADMINISRATIVE COSTS	\$0
 ADMINISTRATIVE ALLOWANCE	 \$17,708
TOTAL THIS SUPPLEMENT	\$194,783
TOTAL NOW APPROVED FOR APPLICATION	\$360,945

4. Cal OES APPROVAL (Approved in accordance with attached Exhibit "C".)


SIGNATURE

DATE APPROVED January 17, 2019TITLE: MANAGER, GRANTS PROCESSING UNIT

CDA A No.: 109-91003
 Applicant: Groveland Community Services District
 DR# 2018-01 FIPS# 109-91003

St. Supplement Date 01/17/19

St. Sup. #	Dam. Cat.	CDA A DSR#/PW#	FEMA DSR#/PW#	Total Obligation
1	A	3949		15,680
	<u>Desc:</u> Utilized contracted labor to perform repairs. LOP 10			
	Subtotal for Category A			15,680
St. Sup. #	Dam. Cat.	CDA A DSR#/PW#	FEMA DSR#/PW#	Total Obligation
1	C	3877		108,895
	<u>Desc:</u> Utilized contracted labor to perform repairs. LOP 8, 9, & 14			
	Subtotal for Category C			108,895
St. Sup. #	Dam. Cat.	CDA A DSR#/PW#	FEMA DSR#/PW#	Total Obligation
1	F	3152		52,500
	<u>Desc:</u> Utilized contracted labor for repairs in regards to Ferretti Road.			
	Subtotal for Category F			52,500
	Subtotal for Supplement No. 1			177,075
	Administrative Allowance (10%)			17,708
	Total Supplement No. 1			194,783
	Sup.1 Eligible Amount			177,075
	Sup.1 Administrative Allowance(10%)			17,708
	Total Sup.1			194,783
	Application Eligible Amount			328,131
	Application Administrative Allowance(10%)			32,814
	Total Application			360,945

STATE OF CALIFORNIA

Cal OES
 GOVERNOR'S OFFICE
 OF EMERGENCY SERVICES

California Disaster Assistance Act
 Damage Survey Report
 (DSR)

3152

STATE DISASTER NUMBER: 2018-01 FEDERAL DISASTER #: NA

STATE APPLICANT ID NUMBER: 109-91003 FEDERAL PA ID #: NA

STATE INCIDENT PERIOD: 03/21/18 to 03/23/18

TYPE OF DISASTER: Governor's Proclamation or Director's Concurrence
 Earthquake or Flood/Winter Storm or Fire
 Other (Please Specify Type): _____

TYPE OF CDAASR: Emergency Work or Permanent Work
 CATEGORY **F** UTILITIES

#58031

SUPPLEMENT TO CDAASR #:

SUBGRANTEE NAME: Groveland Community Services District

FACILITY/SITE ADDRESS OR DIRECTIONS (Include City, County of Site): 18998 - 19020 Ferretti Road Groveland, CA 95321	LATITUDE	LONGITUDE
	37.847992, -120.22139	
	COUNTY:	TUOLUMNE

DESCRIBE DISASTER RELATED DAMAGE TO THE FACILITY/SITE:
 During the declared disaster event dates of March 21st, 2018 through March 23rd, 2018 heavy rains caused large volumes of flood waters to inundate and overwhelm a corrugated metal pipe culvert (unknown diameter of CMP) running under Ferretti Road. The swift flowing water scoured away the roadway destroying the water and sewer lines which run parallel beneath the roadway. Ferretti Road is an FHWA road owned and maintained by the county of Tuolumne. Repairs to Ferretti Road are addressed in DSR #3948 (Tuolumne County)

- The water Asbestos Cement pipe dimensions are 26ft L x 10in Diameter. Top of fresh water line is 5ft below asphalt road.
- The sewage Asbestos Cement pipe dimensions are 26ft L x 6in Diameter. Top of sewer line is 7.5ft below asphalt road.

Please note: the use of asbestos cement pipe is no longer an acceptable Code and Standard. Applicant states they will be using PVC pipe for sewer line replacement and Concrete piping for water line.

SCOPE OF WORK TO BE COMPLETED: **0% COMPLETE**

The Applicant will utilize contracted labor to conduct the following repairs:
 Applicant will coordinate with Tuolumne County during road repairs. It is estimated that a total of 100ft of sewer and water line will need to be replaced due to the need to cut back roadway.



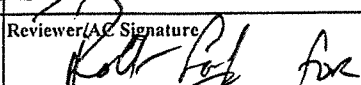

- Mobilization, Demobilization, Bonds and Insurance: 1 lump sum of \$10,000.00
- Replace 100ft of 6in sewer line @ \$250.00 per linear foot = \$25,000.00
- Replace 100ft of 10 water line @ \$200.00 per linear foot = \$20,000.00
- Interim Connection: 1 lump sum of \$15,000.00

Total Cost: \$70,000.00

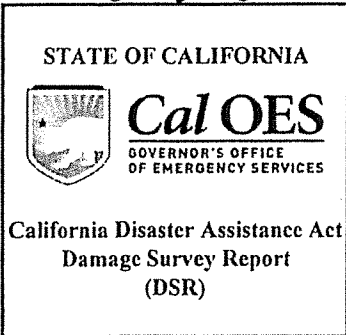
Please note:
 • Repairs to the water and sewer line must be coordinated with Tuolumne County DOT as they are the responsible agency for DSR #3948 attached.
 • all cost have been estimated by the applicant, see attached provided engineers estimate. Final cost of project will be addressed at Closeout and will be for the actual cost incurred for repair of damages sustained.

RECEIVED
 JAN 14 2019
 671850
 GRANTS PROCESSING UNIT

Is this Facility Eligible for Federal Funds?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Federal DSR/PW Number:	na
Federal Program:	<input type="checkbox"/> FEMA <input type="checkbox"/> NRCS <input type="checkbox"/> FHWA <input type="checkbox"/> USACE <input type="checkbox"/> OTHER	Federal DSR/PW \$ Amount:	na
Is this an Historic Structure?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	On National Register?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN
Significant Effect on Environment?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Is Project Cat-X or Stat-X?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN
Is there Insurance for Damages?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Insurance Recovery:	\$0
Work done by Force Account Labor?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Ins. Deductible	\$0
Total Eligible Labor, Equipment, Materials and Contract costs from Cost Worksheet:		Percentage of Work Completed at Inspection:	0%

TOTAL COSTS: \$70,000.00			
OES Applicant Services Rep. Name Jeremy Tatton	OES ASR Signature 	Date of Site Inspection:	<u>06/20/18</u>
Name of Local Representative Peter Kampa	Representative's Signature 	Date of DSR Submission to AC:	
Name of Reviewer/Area Coordinator Carney Briggs	Reviewer/AC Signature 	Recommend Eligible?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Public Assistance Officer David Gillings	PAO Signature 	Concur with Scope of Work?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CDAASR Form 2 (Revised 4/08) OES 90		Contact Telephone Number and Fax Number:	(209) 9627161 Ext. 24
		Date Reviewed:	<u>1-9-19</u>
		Recommend Eligible?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		Approved?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		Amount \$:	<u>70,000.00</u>

RECEIVED
 JAN 10 2019
 671732



California Disaster Assistance Act
Damage Survey Report
(DSR)

3949

STATE DISASTER NUMBER: 2018-01 FEDERAL DISASTER #: NA
 STATE APPLICANT ID NUMBER: 109-91003 FEDERAL PA ID #: NA
 STATE INCIDENT PERIOD: 03/21/18 to 03/23/18

TYPE OF DISASTER: Governor's Proclamation or Director's Concurrence
 Earthquake or Flood/Winter Storm or Fire
 Other (Please Specify Type): _____

TYPE OF CDAA DSR: Emergency Work or Permanent Work
 CATEGORY A DEBRIS REMOVAL

#58032

SUPPLEMENT TO CDAA DSR #:

SUBGRANTEE NAME: **Groveland Community Services District**

FACILITY/SITE ADDRESS OR DIRECTIONS (Include City, County of Site): Wastewater Treatment Plant 18966 Ferretti Road, Groveland, CA 95321	LATITUDE	LONGITUDE
	37.844565, -120.228985	
	COUNTY: TUOLUMNE	

DESCRIBE DISASTER RELATED DAMAGE TO THE FACILITY/SITE:
 Beginning on March 21, 2018 through March 23, an atmospheric river event swept across California, bringing substantial precipitation and flooding, severely impacting Mariposa, Merced, and Tuolumne counties.
 In Tuolumne County on March 22 a flash flood occurred in Groveland. This flash flooding significantly eroded multiple lift stations, damaging facilities and infrastructure owned and operated by Groveland Community Services District. The Groveland CSD provides sewer collection and treatment for the communities of downtown Groveland, Big Oak Flat, and Pine Mountain Lake.
 This DSR addresses line item number(s) 10 on the Applicants List Of Projects.
 Please see Damage Description Continuation Sheet.

SCOPE OF WORK TO BE COMPLETED: **20 % COMPLETE**

Applicant will utilize contracted labor to preform repairs to the damaged facilities.
 Work To Be Completed: Please see the Scope of Work Continuation Sheet.

RECEIVED

JAN 14 2019
671850
GRANTS PROCESSING UNIT

RECEIVED

JAN 10 2019
671743
PUBLIC ASSISTANCE

Is this Facility Eligible for Federal Funds?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Federal DSR/PW Number:	n/a
Federal Program:	<input type="checkbox"/> FEMA <input type="checkbox"/> NRCS <input type="checkbox"/> FHWA <input type="checkbox"/> USACE <input type="checkbox"/> OTHER	Federal DSR/PW \$ Amount:	n/a
Is this an Historic Structure?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	On National Register?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKN
Significant Effect on Environment?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Is Project Cat-X or Stat-X?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN
Is there Insurance for Damages?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Insurance Recovery:	\$ 0
Work done by Force Account Labor?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Ins. Deductible	\$ 0
Total Eligible Labor, Equipment, Materials and Contract costs from Cost Worksheet:		Percentage of Work Completed at Inspection:	20%
		TOTAL COSTS:	\$20,907


OES Applicant Services Rep. Name Jeremy Tatton	OES ASR Signature <i>Jeremy Tatton</i>	Date of Site Inspection:	06/20/18
Name of Local Representative Peter Kampa	Representative's Signature <i>Peter Kampa</i>	Date of DSR Submission to AC:	
Name of Reviewer/Area Coordinator Carney Briggs	Reviewer/AC Signature <i>Carney Briggs</i>	Recommend Eligible?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Public Assistance Officer David Gillings	PAO Signature <i>David Gillings</i>	Concur with Scope of Work?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		Contact Telephone Number and Fax Number:	(209) 962-7161 Ext. 24
		Date Reviewed:	1-9-19
		Recommend Eligible?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> See attachment explaining changes or denial	Approved? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
			Amount \$: 20,907.00

1/12

STATE DISASTER NUMBER: 2018-01

FEDERAL DISASTER #: n/a

STATE OF CALIFORNIA



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

California Disaster Assistance Act
Damage Survey Report
(DSR)

3877

STATE APPLICANT ID NUMBER: 109-91003

FEDERAL PA ID #: n/a

STATE INCIDENT PERIOD: 03/21/18

to 03/23/18

TYPE OF DISASTER: Governor's Proclamation or Director's Concurrence

Earthquake or Flood/Winter Storm or Fire

Other (Please Specify Type):

TYPE OF CDAASR: Emergency Work or Permanent Work

CATEGORY: C ROAD SYSTEMS AND BRIDGES

#56033

SUPPLEMENT TO CDAASR #:

SUBGRANTEE NAME: Groveland Community Services District

FACILITY/SITE ADDRESS OR DIRECTIONS (Include City, County of Site):

LATITUDE

LONGITUDE

Wastewater Treatment Plant
18966 Feretti Road, Groveland, CA 95321

37.844565, -120.228985

COUNTY:

TUOLUMNE

DESCRIBE DISASTER RELATED DAMAGE TO THE FACILITY/SITE:

Beginning on March 21, 2018 through March 23, an atmospheric river event swept across California, bringing substantial precipitation and flooding, severely impacting Mariposa, Merced, and Tuolumne counties.

In Tuolumne County on March 22 a flash flood occurred in Groveland. This flash flooding significantly eroded multiple lift stations, damaging facilities and infrastructure owned and operated by Groveland Community Services District. The Groveland CSD provides sewer collection and treatment for the communities of downtown Groveland, Big Oak Flat, and Pine Mountain Lake. This DSR addresses line item number(s) 8, 9, & 14 on the Applicants revised List Of Projects. Please see Damage Description Continuation Sheet.

SCOPE OF WORK TO BE COMPLETED: 0% COMPLETED

Applicant will utilize contracted labor to preform repairs to the damaged facilities.
Please see the Scope of Work Continuation Sheet.

RECEIVED

RECEIVED

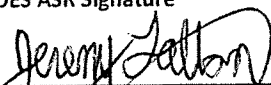



JAN 14 2019
671850

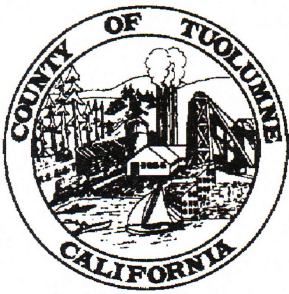
GRANTS PROCESSING UNIT

JAN 10 2019

671742
PUBLIC ASSISTANCE

Is this Facility Eligible for Federal Funds?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKN	Federal DSR/PW Number:	PA-09-CA-4301PW-00626(0)
Federal Program:	<input checked="" type="checkbox"/> FEMA <input type="checkbox"/> NRCS <input type="checkbox"/> FHWA <input type="checkbox"/> USACE <input type="checkbox"/> OTHER	Federal DSR/PW \$ Amount:	\$399,210.00
Is this an Historical Structure?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	On National Register?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKN
Significant Effect on Environment?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKN	Is Project Cat-X or Stat-X?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN
Is there Insurance for Damages?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKN	Insurance Recovery:	\$0.00 Deductible: \$0.00
Work done by Force Account Labor?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKN	Percentage of Work Completed at Inspection:	0%
Total Eligible Labor, Equipment, Materials, and Contract cost from Cost Worksheet:		TOTAL COST:	\$145,193

OES Applicant Services Rep. Name	OES ASR Signature	Date of Site Inspection:	<u>06/20/18</u>
Jeremy Tatton		Date of DSR Submission to AC:	
Name of Local Representative	Representative's Signature	Recommend Eligible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peter Kampa		Concur with Scope of Work?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Reviewer/Area Coordinator	Reviewer/AC Signature	Contact Phone and Fax	(209) 962-7161 Ext. 24
Carney Briggs		Number:	
Public Assistance Officer	PAC Signature	Recommended Eligible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
David Gillings		<input type="checkbox"/> See attachment explaining changes or denial	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Amount \$:	<u>145,193.00</u>



**Office of Emergency Services
County of Tuolumne**

Karl Rodefer, Director
Tracie M. Riggs, Assistant Director
Liz Peterson, Coordinator

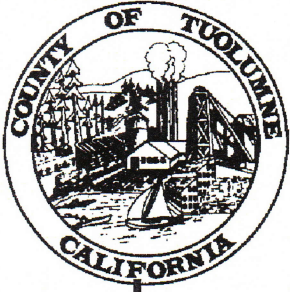
Tuolumne County Administration Center
2 South Green Street
Sonora, CA 95370
Phone (209) 533-5511
Fax (209) 533-5510

Fire Safety and Community Resilience Task Force

February 7, 2019

Board of Supervisors Chambers
2 South Green St. 4th Floor
Sonora, CA

1. Welcome & Introductions
2. Role of Task Force
3. Draft Fire Safe Communities Plan
 - a. Presentation
 - b. Discussion
 - c. Deadline for input
4. Who's Missing?
5. Establishment of Subcommittees and Tasks
 - a. Vegetation Management / Defensible Space
 - b. Roadside Clearing/Brushing
 - c. Fuel Breaks
 - d. Ingress/Egress
 - e. Emergency / Evacuation Communication
 - f. Education/Outreach
6. Town Hall Meetings
7. Next Meeting



County Administrator's Office

Tracie Riggs
County Administrator

Tuolumne County Administration Center
2 South Green Street
Sonora, CA 95370
Phone (209) 533-5511
Fax (209) 533-5510
www.tuolumnecounty.ca.gov

Tuolumne County's Plan for Achieving Fire Safe Communities

Tuolumne County recognizes the significant threat wildland fires pose to residents, infrastructure and natural resources. Wildland fires continue to become more dangerous and damaging each year with six of the top ten most destructive fires in State history having occurred in the past two years.

Tuolumne County intends to implement the following proactive plan with the goal of reducing the risk of large wildland fires within Tuolumne County and making our communities safe and resilient.

Fire Safety and Community Resilience Task Force

Our Fire Safety and Community Resilience Task Force will be a forum of decision makers who share a common goal of a safe and fire resilient community. The FSCR Task Force will meet monthly and will be the mechanism by which projects will be developed and coordinated and information will be shared across jurisdictions.

The Fire Safety and Community Resilience Task Force will be formulated from the County's existing, reconfigured Tree Mortality Task Force. The FSCR Task Force will include stakeholders with the necessary experience and expertise to offer guidance and information to collaboratively develop and implement projects.

FSCR Task Force members who are critical to this effort will include:

- CAL FIRE-Tuolumne-Calaveras Unit
- Tuolumne County Fire Department
- Tuolumne County Sheriff's Office
- Tuolumne County Office of Emergency Services
- Tuolumne County Roads Department
- Tuolumne County Human Services Agency
- Tuolumne County Agricultural Commissioner
- City of Sonora
- Sonora City Fire
- Cal OES
- US Forest Service—Stanislaus National Forest
- Bureau of Land Management
- Tuolumne Utilities District
- City and County of San Francisco—Hetch Hetchy Water and Power

We support the Board of Supervisors in achieving their goals through service and collaboration with County Departments and the Community.

- Fuel break maintenance and/or creation
- Large fuels reduction projects, where necessary, including canopy reduction
- Improved emergency communication options where feasible
- Community hardening projects, including residences and utility infrastructure

Working with our partners within the FSCR Task Force, we will identify treatments and desired outcomes and work collaboratively to achieve them. We will also work to establish scientific baselines and thresholds for tree canopy, vegetation and prescribed fire use in our communities and we will also use the LiDAR data of the County that has been purchased using CCI funding.

Utilizing the County's Master Stewardship Agreement with the Stanislaus National Forest and Good Neighbor Authority with Bureau of Land Management, Tuolumne County will also prioritize fuel reduction projects on federal lands that are immediately adjacent, or have a strong nexus to prioritized communities.

2. Education and Outreach

Tuolumne County will encourage the Community's participation in this effort by educating and empowering its residents and homeowners. Outreach efforts will begin in March 2019 and will include:

- Town Hall Meetings—the Board of Supervisors will conduct Town Hall Meetings to educate the public on its plan and encourage them to participate. Town Hall Meetings will be held in strategic areas of the county, paying special attention to the Wildland Urban Interface (WUI).
- Tuolumne County OES Website—the website will feature a package of information for residents, developed with stakeholders, and will include tools to help homeowners and residents become “psychologically” prepared in the event of an evacuation due to wildland fire.
- Media Outlets—we will utilize our local media outlets to educate the public on project development and implementation, evacuation protocol, emergency notification system registration and fire precautions.
- Community Maps—the county will develop maps of all roads in each community for the benefit of the homeowner and to encourage preparedness, including pre-identified and maintained areas to shelter in place, if necessary.
- Emergency Notification System Registration Campaign—we will undertake an educational campaign to encourage all residents to register for our Emergency Notification System so they can be alerted about emergencies and evacuation notices.
- Vegetation Management and Home Safety Techniques—the County will work in partnership with our local CAL FIRE Unit to educate the public on how they can make their property more resilient to fire, including vegetation management and home safety techniques.

Budget to Actual

Groveland Community Services District

For 2nd Quarter ended Dec. 31, 2018

Total - District-Wide	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Fixed rates	\$ 2,736,520	\$ 1,361,172	\$ (1,375,348)	50%
Variable rates	1,267,825	828,675	\$ (439,150)	35%
Property taxes	1,135,835	647,215	\$ (488,620)	43%
Other operating revenues	95,530	195,154	\$ 99,624	-104%
Other nonoperating revenues	1,718,496	288,825	\$ (1,429,671)	83%
Total Revenues	6,954,206	3,321,041	(3,633,165)	
Salaries and benefits	(1,588,080)	(681,004)	907,076	57%
Cost of water	(215,000)	(100,398)	114,602	53%
Utilities	(274,000)	(115,690)	158,310	58%
Legal	(31,000)	(7,183)	23,817	77%
Cal Fire contract	(1,256,480)	(481,739)	774,741	62%
Other operating expenses	(1,399,467)	(545,921)	853,546	61%
Leases: prin+interest	(49,996)	(44,125)	5,872	12%
General Manager	(185,000)	(69,740)	115,260	62%
Transfer to OPEB Trust	(185,000)	(1,330)	183,670	99%
Transfer to Pension	(176,000)	(166,015)	9,985	6%
Total Expenses	(5,360,023)	(2,213,145)	3,146,878	
Capital outlay (fixed assets)	(2,769,411)	(501,679)	2,267,732	82%
Net profit (loss)	\$ (1,175,228)	\$ 606,217	\$ 1,781,445	
Debt Service Collections	930,459	487,161	(443,298)	
Debt Service: Prin/Interest	(1,007,008)	(389,368)	617,640	
	(76,549)	97,793	174,342	

Budget to Actual

Groveland Community Services District

For 2nd Quarter ended Dec. 31, 2018

Water	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,493,090	\$ 769,876	\$ (723,214)	48%
Variable rates	886,800	592,003	(294,797)	33%
Other operating revenues	62,030	70,481	8,451	-14%
Other nonoperating revenues	194,000	68,191	(125,809)	0.65
Total Revenue	2,635,920	1,500,551	(1,135,369)	
Salaries	(526,811)	(201,564)	325,247	62%
Benefits	(296,764)	(144,012)	152,752	51%
General Manager	(103,600)	(39,054)	64,546	62%
Cost of water	(215,000)	(100,398)	114,602	53%
Utilities	(105,000)	(46,480)	58,520	56%
Legal	(17,360)	(4,123)	13,237	76%
Other operating expenses	(734,072)	(316,142)	417,930	57%
Leases	(10,124)	(7,450)	2,675	26%
Transfer to OPEB Trust	(103,600)	-	103,600	100%
Pension Unfunded Liability	\$ (78,400)	\$ (74,476)	3,924	5%
Total Expenses	(2,190,731)	(933,699)	1,257,032	
Capital outlay (Fixed assets)	(469,208)	(148,268)	320,940	68%
Net profit (loss)	\$ (24,019)	\$ 418,585	\$ 442,604	
Debt service collections-3236	604,801	309,709	(295,092)	49%
Debt service Prin/Interest	(686,123)	(228,106)	458,017	67%
	(81,322)	81,603	162,925	162,925

Water Fund Quarter Summary Notes

REVENUE

Other Operating Rev.- Water Connections \$23K, Other Water Sales \$6K

Other Non_Operating Rev-State Grant \$67K

EXPENSES

CAPITAL OUTLAY

Budget to Actual

Groveland Community Services District

For 2nd Quarter ended Dec. 31, 2018

Sewer	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Fixed rates	\$ 1,243,430	\$ 591,297	\$ (652,133)	52%
Variable rates	381,025	236,672	(144,353)	38%
Other operating revenues	12,000	43,992	31,992	-267%
Other nonoperating revenues	1,354,296	53,526	(1,300,770)	96%
Total Revenue	2,990,751	925,487	(2,065,264)	
Salaries	(431,056)	(171,731)	259,325	60%
Benefits	(220,205)	(114,569)	105,636	48%
General Manager	(70,300)	(26,501)	43,799	62%
Utilities	(115,000)	(43,999)	71,001	62%
Legal	(11,780)	(2,720)	9,060	77%
Other operating expenses	(557,800)	(189,662)	368,138	66%
Leases	(39,872)	(36,675)	3,197	8%
Transfer to OPEB Trust	(70,300)	-	70,300	100%
Pension Unfunded Liability	(53,200)	(50,537)	2,663	5%
Total Expenses	(1,569,513)	(636,394)	933,119	
Capital Outlay (fixed assets)	(2,012,497)	(143,587)	1,868,910	93%
Net profit (loss)	\$ (591,259)	\$ 145,506	\$ 736,765	
Debt service collections-1329/No BOF	325,658	177,452	(148,206)	46%
Debt service:Prin/Interest	(320,885)	(161,262)	159,623	50%
	4,773	16,190	11,417	

Sewer Fund Quarter Summary Notes

REVENUE

Other Operating Rev.-Sewer Connections \$35K

Non-Operating Revenue-State Grant Rev \$35K, Septage \$16K

EXPENSES

CAPITAL OUTLAY

Budget to Actual

Groveland Community Services District

Budget to Actual

Groveland Community Services District

For 2nd Quarter ended Dec. 31, 2018

Total - Governmental Funds	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	1,135,835	647,215	(488,620)	43%
Other operating revenues	21,500	80,681	59,181	-275%
Other nonoperating revenues	170,200	167,107	(3,093)	2%
Total Revenues	1,327,535	895,003	(432,532)	
Salaries and benefits	(113,244)	(49,128)	64,116	57%
General Manager-Consulting	(11,100)	(4,184)	6,916	62%
Utilities	(54,000)	(25,211)	28,789	53%
Legal	(1,860)	(340)	1,520	82%
Cal Fire/Amador contract	(1,256,480)	(481,739)	774,741	62%
Other operating expenses	(107,595)	(40,118)	67,478	63%
Transfer to OPEB Trust	(11,100)	(1,330)	9,770	88%
Transfer to Pension/Unfunded	(44,400)	(41,003)	3,397	8%
Total Expenses	(1,599,779)	(643,052)	956,727	
Capital outlay (fixed assets)	(287,706)	(209,824)	77,882	27%
Net profit (loss)	\$ (559,950)	\$ 42,126	\$ 602,076	

Budget to Actual

Groveland Community Services District

For 2nd Quarter ended Dec. 31, 2018

Fire	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 1,044,969	\$ 595,438	\$ (449,531)	43%
Other operating revenues	20,000	59,206	39,206	-196%
Other nonoperating revenues	1,000	857	\$ (143)	14%
Total Revenues	1,065,969	655,500	(410,469)	
Salaries and benefits	(41,074)	(13,532)	27,542	67%
General Manager	(1,850)	(697)	1,153	62%
Cal Fire Contract	(996,096)	(481,739)	514,357	52%
Amador Contract	(260,384)	0	260,384	100%
Utilities	(12,000)	(6,314)	5,686	47%
Legal	(310)	(23)	287	93%
Other operating expenses	(71,106)	(22,308)	48,798	69%
Transfer to OPEB Trust	(1,850)	(1,330)	\$ 520	28%
Tfr. to PERS Unfunded/Smoothing	(37,400)	(34,353)	\$ 3,047	8%
Total Expenses	(1,422,070)	(560,296)	861,774	
Capital Outlay (fixed assets)	(76,013)	(2,812)	\$ 73,201	
Net Profit (Loss)	\$ (432,114)	\$ 92,392	\$ 524,506	

Fire Fund Quarter Summary Notes

REVENUE

Property Tax payments in Apr/Dec.

Equipment Rental \$55K

EXPENSES

Budget to Actual

Groveland Community Services District

For 2nd Quarter ended Dec. 31, 2018

Parks	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 90,866	\$ 51,777	\$ (39,089)	43%
Other operating revenues	1,500	21,475	19,975	-1332%
Other nonoperating revenues	169,200	166,250	(2,950)	
Total Revenue	261,566	239,503	(22,063)	
Salaries and benefits	(72,170)	(35,596)	36,574	51%
General Manager	(9,250)	(3,487)		
Utilities	(42,000)	(18,897)	23,103	55%
Legal	(1,550)	(317)	1,233	80%
Other operating expenses	(36,489)	(17,810)	18,679	51%
Transfer to OPEB Trust	(9,250)	0	9,250	100%
Transfer to Pension	(7,000)	(6,650)	350	5%
Total Expenses	(177,709)	(82,756)	89,190	
Capital outlay (fixed assets)	(211,693)	(207,012)	4,681	2%
Net Profit (Loss)	\$ (127,836)	\$ (50,265)	\$ 71,808	

Parks Fund Quarter Summary Notes

REVENUE

Property Tax Payments in Apr/Dec.

Cell Tower Rental \$20K

EXPENSES

CAPITAL OUTLAY

Park Restoration \$201K- Will receive 75% Grant Money for this project

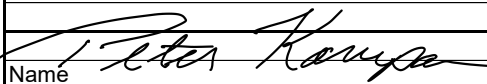
PUBLIC NOTICE

Proposed Ordinance 1-19

Pursuant to Government Code Section 25124(b)(1), Notice is hereby given that the Groveland Community Services District (“District”) Board of Directors at its March 12, 2019 meeting will be considering adopting Proposed Ordinance 1-19 which amends, updates and repeals Ordinance 1-06. Ordinance 1-19 is comprised of the following changes to Ordinance 1-06:

- SECTION 1. Provides intent to amend District Ordinance Code
- SECTION 2. Findings and Purposes – No Changes
- SECTION 3. Informal Bid Procedures – Replaces Fixed Bid Limit Dollar amount with reference to the limits established in Public Contract Code Section 22032, as amended
- SECTION 4. Development, Maintenance and Use of Contractors List – Adds requirement for contractor to provide email address where project proposals are to be sent
- SECTION 5. Notice Inviting Informal Bids – Removes the requirement to send Notice Inviting Informal Bids to construction trade journals
- SECTION 6. Award of Contracts – Clarifies the authority of the General Manager to award contracts to the lowest bidder in the informal bidding process
- SECTION 7. Effective Date – Corrects the name of the county in which the ordinance is to be published

A copy of Ordinance 1-19 is available for review at the District Office located at 18966 Ferretti Road, Groveland, California, 95321 as well as on the District’s website at www.gcsd.org.

GROVELAND COMMUNITY SERVICES DISTRICT CASH BALANCES AS OF 12/31/2018				Enterprise & D/G Funds			Government Funds		
Cash Accounts	Acct	Interest Rate	YTD Interest Earned	Water	Sewer	Grunsky	Fire	Parks	G/L Totals
Rabobank Operating Account	4498	0	0	922,513.63	533,935.66	5,352.99	737,554.11	194,329.99	2,393,686.38
Rabobank Investment (Operating Reserves)	2814	0.20%	3141.43	532,098.55	183,493.82	11,718.80	739,473.87	86,620.17	1,553,405.21
Rabobank Payroll Account	2426	0	0	22,667.72	23,437.17		3,932.63	3,977.58	54,015.10
Water Bond Pymt Reserve	4662	0.20%	2097.24	1,222,146.35	-		-	-	1,222,146.35
Sewer Bond Pymt Reserve	4745	0.20%	1585.67	-	886,124.42		-	-	886,124.42
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 to Investment Reserves Acct		2.40%		1,005,522.24	61.58				1,005,583.82
Closed Pension/Drought Acct.	58/89	0.20%	70.66						
Total Unrestricted Cash				3,704,628.49	1,627,284.65	17,071.79	1,480,960.61	284,927.74	7,114,873.28
2013 Water Bond Sale - Restricted Reserve	2498	0.20%	628.56	315,641.19					315,641.19
2014 BNY Water Bond Sale - Restricted Reserve	5112	2.52%	6239.89	382,045.03					382,045.03
2014 BNY Sewer Bond Sale-Restricted Reserve	9240	2.52%	5356.85		327,987.37				327,987.37
Total Restricted Cash			19120.30	697,686.22	327,987.37	-	-	-	1,025,673.59
Total Cash and Investments				4,402,314.71	1,955,272.02	18,464.26	1,480,960.61	284,927.74	8,140,546.87
Quarterly Invesment Report									
"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	February 12, 2019

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
January 8, 2019
10:00 a.m.**

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

Call to Order

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

Approve Order of Agenda

Motion

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

Public Comment

Timed Agenda Items

- A. (Approximately 10:15 AM) Consideration of Membership in the Tuolumne-Stanislaus Regional Water Management Authority

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed to approve membership in the Tuolumne-Stanislaus Regional Water Management Authority.

Ayes: Directors Armstrong, Mora, Edward, and Kwiatkowski

Noe: Director Swan

Director Edwards was appointed to serve as the District's representative.

Information Items

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

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
 - 1. Acknowledgement of Director Edwards for Achieving the Special District Leadership Foundation's "Recognition in Special District Governance" Certificate
 - 2. Update on Major Projects including Water and Sewer Improvements Planning and Flume Renovation
 - 3. Report on the Accomplishments of 2018
- iii. Operations and Maintenance Report
 - 1. Report on Tunnel Shutdown Schedule and Operations Plan

2. Report on Completion of Ferretti Rd. Water and Sewer Main Renovations
- iv. Admin/Finance Report

Consent Calendar

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

- A. Approve Minutes from the December 11, 2018 Regular Meeting
- B. Approve Minutes from December 14, 2018 Special Meeting
- C. Accept December Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve the Consent Calendar.

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda)

- A. Adoption of a Resolution Approving the Recently Developed Board Norms and Protocol

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed unanimously to adopt Resolution Number 2019-02 A Resolution of the Board of Directors of the Groveland Community Services District Approving Board Norms and Protocol with the agreed upon modifications and edits.

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. Overview of the District's Responsibility for Involvement in the Tuolumne County Development Review and Permitting Processes, California Environmental Quality Act (CEQA) Requirements, and Potential Initial Board Direction Regarding the Provision of Services to the Proposed Terra Vi Lodge (Hardin Flat, LLC) Site Development Permit Application 18-003

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed unanimously to direct staff to engage in the development review process; require the evaluation of impacts to District services by an independent qualified consultant, completed as part of the Site Development Application review process.

- B. Adoption of a Resolution Amending the District's Leak Adjustment Policy

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to adopt Resolution 2019-1, A Resolution of the Groveland Community Services District Amending the District's Leak Adjustment Policy.

Director Kwiatkowski called for a recess at 1:23pm.

The Board reconvened at 1:36pm.

- C. Adoption of a Resolution Approving an Updated Sanitary Sewer Management Plan (SSMP) in Accordance with the State Water Resources Control Board (SWRCB), Order No. 2006-0003

The item was tabled to the February 12th regular meeting where it will be considered under old business.

- D. Status Update on Accomplishments, Review and Potential Update of the Management Objectives Adopted for the General Manager

The item was tabled to the February 12th regular meeting where it will be considered under old business.

- E. Approval of a Revised and Updated District Organizational Chart to Reflect the Appropriate Existing and Recommended Future Position Classifications

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to adopt revised and updated Organizational Chart as presented.

Adjournment

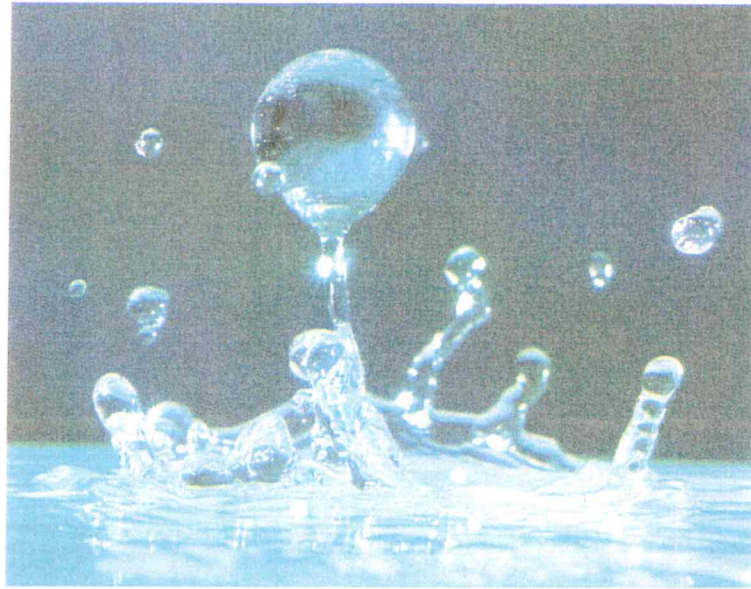
The meeting was adjourned at 3:20pm.

APPROVED:

ATTEST:

Janice Kwiatkowski, President

Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

January, 2019
Fiscal Year 18/19
Board Approval _____

Accounts Payable Checks



User: dpercoco
Printed: 2/4/2019 10:39:28 AM

Check N	Vendor No	Vendor Name	Check Date	Committe	Description	Amount
115697	OE3	Operating Engineers Local #3	1/30/2019	True	PR Batch 00003.01.2019 Oper Engin Union Dues	\$304.56
901949	DCSS	Dept of Child Support Services	1/30/2019	True	PR Batch 00003.01.2019 Wage Garnishment Child Support	\$235.95
901950	EDD01	EDD - Electronic	1/30/2019	True	PR Batch 00003.01.2019 SDI - Employee	\$2,731.79
901951	FedEFTPS	Federal EFTPS	1/30/2019	True	PR Batch 00003.01.2019 FICA Employer Portion	\$8,529.72
901952	PER01	Pers - Electronic	1/30/2019	True	PR Batch 00003.01.2019 PERS Employer Expense	\$4,845.21
901953	TD 457	TD Ameritrade Trust Co.	1/30/2019	True	PR Batch 00003.01.2019 457 Deferred Compensation	\$300.00
17437	2Talk	2talk LLC	1/23/2019	True	Prepaid Long Distance Phone	\$300.00
17438	am01	AM Consulting Engineers, Inc.	1/23/2019	True	Valve Vault Replacement- Engineering fees	\$4,697.50
17439	BLU01	Anthem Blue Cross	1/23/2019	True	Monthly Group Health Ins.	\$19,533.33
17440	ATT02	AT&T	1/23/2019	True	Monthly Cal Net phone service	\$484.33
17441	cen06	Central California Generator, LLC	1/23/2019	True	Tank 2 H Panel, 2G Generator Battery/Cable	\$4,351.10
17442	CVI01	CV Industrial Corp	1/23/2019	True	70 ea. latex gloves for safety	\$1,013.60
17443	CWEA	CWEA	1/23/2019	True	Pat Sommerstrom Collection system Grade 2	\$185.00
17444	Die01	Diehl, Rod	1/23/2019	True	Quarterly Service FD	\$175.00
17445	DIS01	Dish Network	1/23/2019	True	Satellite TV for FD	\$45.67
17446	ITR01	Itron Electric Metering Co Inc	1/23/2019	True	Quarterly Hardware Maint-Handhelds Feb 19 - Apr 19	\$740.09
17447	JSW02	J.S. West Propane Gas	1/23/2019	True	Propane	\$3,223.53
17448	Kev01	Kevin's Crane Co.	1/23/2019	True	Pulled Big Creek turbine pump building	\$560.00
17449	KIM01	Kimball Midwest	1/23/2019	True	Cable ties, terminals, cleaner	\$226.72
17450	Moy02	Moyle Excavation Inc.	1/23/2019	True	Ferreti Rd. Water Project Repairs	\$37,525.00
17451	MES01	Municipal Emergency Services Depository Acct.	1/23/2019	True	2 pair rubber boots for Fire Dept	\$705.60
17452	neu01	Neumiller & Beardslee	1/23/2019	True	Legal Services	\$115.00
17453	Nji01	Njirich & Son's, Inc.	1/23/2019	True	Progress billing for Sludge Drying Bed Project	\$47,409.20
17454	phe01	PH Electric	1/23/2019	True	Admin Office Lights by front door	\$514.45
17455	pin06	Pine Mountain Employment Temp Agency	1/23/2019	True	Temporary Office clerk	\$1,116.15
17456	rabo01	Rabobank Visa Card	1/23/2019	True	January Credit Card Purchases	\$1,372.56
17457	SFPUC	San Francisco Public Utilities Commission	1/23/2019	True	Monthly Water Purchase	\$11,218.60
17458	SDR01	SDRMA	1/23/2019	True	Liability Insurance-Add 2018 Chevy Silverado 1500	\$908.52
17459	Som03	Sommers, Paul	1/23/2019	True	Reimbursement for PRV water main repair	\$170.00
17460	STA13	Staples Business Advantage	1/23/2019	True	Open/Closed sign, 1099's, 2 ea. Wall Calendars	\$114.78
17461	Sta15	Staples Credit Plan	1/23/2019	True	Calendars, batteries, tape, folders, tissue, etc., Jan. supplies	\$2,973.30
17462	TIR01	The Tire Shop	1/23/2019	True	Tires for new Backhoe	\$1,716.39
17463	TWO1	Two Guys Pizza	1/23/2019	True	Water breaks on Ferretti and Mueller Dr.-After Hours	\$74.07

Check N	Vendor No	Vendor Name	Check Date	Committe	Description	Amount
17464	AR-Veri	Verizon Wireless	1/23/2019	True	AR Refund	\$1,620.00
17465	Ver03	Verizon Wireless 7706	1/23/2019	True	Monthly Auto Dialers	\$149.41
115696	OE3	Operating Engineers Local #3	1/15/2019	True	PR Batch 00002.01.2019 Oper Engin Union Dues	\$304.56
901944	DCSS	Dept of Child Support Services	1/15/2019	True	PR Batch 00002.01.2019 Wage Garnish Child Support	\$235.95
901945	EDD01	EDD - Electronic	1/15/2019	True	PR Batch 00002.01.2019 State Income Tax	\$2,761.44
901946	FedEFTPS	Federal EFTPS	1/15/2019	True	PR Batch 00002.01.2019 FICA Employee Portion	\$7,510.00
901947	PER01	Pers - Electronic	1/15/2019	True	PR Batch 00002.01.2019 PERS Employer Expense	\$4,819.31
901948	TD 457	TD Ameritrade Trust Co.	1/15/2019	True	PR Batch 00002.01.2019 457 Deferred Compensation	\$300.00
17388	Accela	Accela, Inc. #774375	1/10/2019	True	Monthly C/C Web Pmt Fees	\$1,056.55
17389	All06	AllStar Fire Equipment, Inc	1/10/2019	True	2 Fire Helmet, 2 Bracket, 2 Magnetic Panel	\$531.96
17390	AQU01	Aqua Labs	1/10/2019	True	Annual Monitor test	\$4,880.00
17391	UB*02381	Barger, John & Penni	1/10/2019	True	Refund Check	\$218.99
17392	BOA01	Board Of Equalization	1/10/2019	True	Diesel Fuel Taxes	\$378.36
17393	BRE01	Breshears, W. H.	1/10/2019	True	Fuel & Oil	\$2,337.97
17394	CAR06	Carbon Copy Inc.	1/10/2019	True	Monthly Copier Usage	\$43.93
17395	CUR01	Curtis & Sons	1/10/2019	True	Yellow Havoc Livery Helmet (partial order)	\$72.93
17396	Datapros	Dataprose Inc.	1/10/2019	True	Monthly UB Statement Processing	\$1,972.24
17397	UB*02380	Dickson, Jerald	1/10/2019	True	Refund Check	\$112.63
17398	dow05	Down to Earth Const. & Nursery	1/10/2019	True	30 Yards Drain Rock	\$1,351.35
17399	DRU01	Drugtech Toxicology Services, LLC	1/10/2019	True	Consortium DOT Tests	\$114.00
17400	FOO01	Foothill-Sierra Pest Control	1/10/2019	True	Pest Control	\$247.00
17401	GCS02	GCSO	1/10/2019	True	FD Water Bill	\$4,059.08
17402	GCS01	GCSO Petty Cash	1/10/2019	True	Postage	\$7.83
17403	gilb01	Gilbert Associates, Inc.	1/10/2019	True	CPA Services	\$3,100.00
17404	Gre05	GreatAmerica Financial Services	1/10/2019	True	Monthly Avaya Phone System Lease	\$186.36
17405	Hig02	Highway Specialty Co. Inc.	1/10/2019	True	8 Rain Coats & 6 Rain Pants	\$1,308.45
17406	HRM01	HRM Consulting, Inc.	1/10/2019	True	Human Resources Managment	\$2,480.00
17407	Ind05	Independent Electric Supply Inc	1/10/2019	True	District Parking Lot Entrance Lights 5 Lights & 5 Arms	\$2,238.41
17408	ind04	Industrial Electrical Co.	1/10/2019	True	Inspect LS#10 Pump	\$1,485.00
17409	JSW02	J.S. West Propane Gas	1/10/2019	True	Propane	\$961.24
17410	Kam01	Kampa Community Solutions, LLC	1/10/2019	True	General Manager consulting duties	\$11,522.50
17411	KC Auto	KC Auto Parts	1/10/2019	True	LS8	\$60.03
17412	Kof02	Koff & Associates	1/10/2019	True	December Services	\$1,675.00
17413	LEH01	Lehman Trucking, Inc.	1/10/2019	True	13 Sona Tubes	\$992.06
17414	LOW01	Lowe's Companies, Inc.	1/10/2019	True	Maintenance building, rehab supplies.	\$3,921.09
17415	UB*02382	Michaud, Terry	1/10/2019	True	Refund Check	\$65.94
17416	UB*02379	Monshi, Farzin	1/10/2019	True	Refund Check	\$104.63
17417	MOO01	Moore Bros. Savenger Co., Inc.	1/10/2019	True	Garbage Service	\$678.98
17418	Moo06	Moore Ranch Trucking	1/10/2019	True	1 load road base & 1 load cut back for bins	\$2,424.54
17419	MOT03	Mother Lode Answering Service	1/10/2019	True	Monthly Call Forward/Paging	\$194.00
17420	MOU03	Mountain Oasis Water Systems	1/10/2019	True	Bottled Water	\$123.50
17421	Nat06	Nationwide Long Distance Service, Inc.	1/10/2019	True	7 Months of Monthly Long Distance Fee	\$66.50
17422	Oreil	O'Reilly Auto Parts	1/10/2019	True	5/8 Heater Hose & 3/8 Heater Hose	\$253.65

Check N	Vendor No	Vendor Name	Check Date	Committe	Description	Amount
17423	per04	Percoco, Ronald	1/10/2019	True	Janitorial/Park Services	\$2,402.00
17424	PGE01	PG&E	1/10/2019	True	Monthly Electric Charges	\$734.14
17425	UB*02378	PICCININI, RICHARD	1/10/2019	True	Refund Check	\$14.74
17426	pin06	Pine Mountain Employment Temp Agency	1/10/2019	True	Temporary Office clerk	\$1,626.45
17427	PIN03	Pine Mt. Lake Association	1/10/2019	True	Advertisement for Tunnel Shutdown	\$288.75
17428	pml01	PML Hardware & Supply Inc.	1/10/2019	True	Hardware supplies December	\$338.93
17429	Rus01	Rush Advertising Specialties	1/10/2019	True	Uniform caps	\$281.12
17430	Sie17	Sierra Instant Printing	1/10/2019	True	Dog Park Permit 2019	\$32.33
17431	SON01	Sonora Rentals	1/10/2019	True	Bobcat Auger Attachment for light poles	\$135.00
17432	Stream	Streamline	1/10/2019	True	Quarterly Web Maintenance	\$600.00
17433	SWR03	SWRCB	1/10/2019	True	Large System Water fees for 7/01/2018-06/30/2019	\$6,370.00
17434	TRO01	Trotter Welding & Steel Supply	1/10/2019	True	5 spiral rebar cages for light pole bases	\$743.63
17435	TUO01	Tuo. Co. Public Power Agency	1/10/2019	True	Public Power Purchase	\$9,635.25
17436	Ver02	Verizon Wireless 5298	1/10/2019	True	Monthly Cell Phone	\$303.70
115692	FTB02	Franchise Tax Board	1/3/2019	True	PR Batch 00001.01.2019 Wage Garnishment FTB	\$132.59
115693	MOT05	Oak Valley Community Bank	1/3/2019	True	Steve Williamson HSA for Jan-Mar 2019	\$712.50
115694	OE3	Operating Engineers Local #3	1/3/2019	True	PR Batch 00001.01.2019 Oper Engin Union Dues	\$304.56
115695	Rabo02	Rabobank, N.A.	1/3/2019	True	Debra Lucas HSA for Jan-Mar 2019	\$712.50
901939	DCSS	Dept of Child Support Services	1/3/2019	True	PR Batch 00001.01.2019 Wage Garnishment Child Support	\$235.95
901940	EDD01	EDD - Electronic	1/3/2019	True	PR Batch 00001.01.2019 State Income Tax	\$2,907.75
901941	FedEFTPS	Federal EFTPS	1/3/2019	True	PR Batch 00001.01.2019 Federal Income Tax	\$7,908.75
901942	PER01	Pers - Electronic	1/3/2019	True	PR Batch 00001.01.2019 2nd Tier PERS	\$4,886.80
901943	TD 457	TD Ameritrade Trust Co.	1/3/2019	True	PR Batch 00001.01.2019 457 Deferred Compensation	\$300.00

Payroll Direct Deposit- \$69,457.37

January Acct. Payable \$338,408.90



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores

DATE: February 12, 2019

SUBJECT: Agenda Item 4D: Adoption of a Resolution Authorizing Execution of the Tuolumne Stanislaus Regional Water Management Joint Powers Agreement; Approving Bylaws and Designating a Board Member to Serve on the JPA Board of Directors

RECOMMENDED ACTION

Staff recommends the following action:

- 1. Adopt Resolution 2019-6 Authorizing Execution of the Tuolumne Stanislaus Regional Water Management Joint Powers Agreement; Approving Bylaws and Designating a Board Member to Serve on the JPA Board of Directors*

BACKGROUND

At the January 8th meeting, a presentation was made by Tuolumne Utilities District Director Ron Ringen regarding the District renewing its membership in the Tuolumne-Stanislaus Regional Water Management Authority. After deliberation, the Board voted to renew its membership and appointed Director Edwards to serve as the District's representative.

Since the Board approved membership, it must now take the additional actions to adopt the Authority bylaws, formally appoint a representative of the District, and pay the participation fee.

ATTACHMENTS:

1. Resolution 2019-6
2. T-S IRWMA Board Binder

RESOLUTION NO. 2019-6

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING
EXECUTION OF THE TUOLUMNE STANISLAUS REGIONAL WATER MANAGEMENT
JOINT POWERS AGREEMENT; APPROVING BYLAWS AND DESIGNATING A BOARD
MEMBER TO SERVE ON THE JPA BOARD OF DIRECTORS**

WHEREAS, the Groveland Community Services District (“District”) is a California community services district formed and existing under the provisions of the California Community Services District Law, codified at Government Code §§ 61000-61144, and all acts and laws amendatory thereof or supplementary thereto, and possessing all the powers thereof; and

WHEREAS, the District is authorized pursuant to Government Code 61100(a) to supply water for any beneficial uses, in the same manner as a municipal water district, formed pursuant to the Municipal Water District Law of 1911, Division 20 (commencing with Section 71000) of the Water Code; and

WHEREAS, the District is authorized by California Government Code 61061 to enter joint powers agreements pursuant to the Joint Exercise of Powers Act; and

WHEREAS, the District wishes to join the Tuolumne Stanislaus Regional Water Management Authority for the benefit customers of the District and water resources of the region.

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

1. The Agreement with the Tuolumne Stanislaus Regional Water Management Authority (Authority) is hereby approved, and the Board President authorized to sign.
2. The Bylaws of the Authority are accepted and approved.
3. Director Spencer Edwards is appointed as the representative of the District on the Board of Directors of the Authority, and President Janice Kwiatkowski shall serve as alternate.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 12, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

Tuolumne-Stanislaus Integrated Regional Water Management Authority

Board Member Information

2018

T-S IRWMA

Physical Address: 77 N. Washington St. Sonora, CA 95370

Mailing: PO Box 4394 Sonora, CA 95370

Office Phone Number: (209) 984-0500

Email: tsirwm@gmail.com

Joint Powers Authority Formation

The Tuolumne-Stanislaus IRWM Region started working towards forming a Joint Powers Authority (JPA) to be the governance structure of the region in Summer 2013. The region initially looked into a JPA structure for its financial stability, status as an agency for grant applications, and the opportunity for the region's tribal governments to join the IRWM.

The group began by holding workshops to draft the language that would make up the JPA Agreement, these workshops were attended by members of the former Planning Grant Committee. Based on the recommendations at the workshops staff started compiling drafts of the agreement in early Fall 2013 for the group to review. The workshops in the Fall consisted of editing the draft JPA Agreement and discussing potential members of the JPA. In November 2013 the draft JPA Agreement was sent to legal counsel to review. The group met in January and February to review comments by legal counsel regarding the JPA Agreement. After the document was finalized each member of the Joint Powers Authority took the Agreement back to their governing bodies to accept and sign.

The first official Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWMA) Board of Directors meeting was held on April 16th, 2014. The T-S IRWMA Board and its Watershed Advisory Committee meet monthly, for recommendations on region projects and policy.

Exhibit A

Tuolumne Stanislaus Integrated Regional Water Management Joint Powers Agreement (Updated May 2018)

THIS AGREEMENT is made and effective as of April 16, 2014 pursuant to the Joint Exercise of Powers Act (Government Code Sections 6500, *et seq.*) by and among the public agencies and the Tribe listed on the attached Exhibit A in order to form the Tuolumne- Stanislaus Integrated Regional Water Management Authority. This Agreement is made with reference to the following facts.

Each of the parties to this Agreement share a common interest in maximizing the beneficial use of water within the Tuolumne-Stanislaus Region and find that it would be to their mutual advantage and the public's benefit to coordinate the implementation and funding of the Tuolumne-Stanislaus Integrated Regional Water Management Plan, T-S IRWMP.

The parties wish to facilitate the implementation of the T-S IRWMP by forming a joint powers authority to pursue appropriate water resource planning opportunities in accordance with the applicable provisions of California law.

THEREFORE, in consideration of the above premises and of the mutual promises and agreements herein contained, the parties to this Agreement do hereby jointly exercise their powers to establish the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority and agree as follows:

Section 1. Definitions

As used in this Agreement, unless the context requires otherwise, the meaning of the terms hereinafter set forth shall be as follows:

- a) "Authority" shall mean the Tuolumne-Stanislaus Integrated Regional Water Management Authority, being the separate entity created by this Agreement.
- b) "Act" shall mean the Integrated Regional Water Management Planning Act of 2002, codified in Part 2.2 (commencing with Section 10530) of Division 6 of the California Water Code, as it may be amended, revised or superseded.
- c) "Board of Directors" or "Board" shall mean the governing body of the Authority as established by Section 3.01 of this Agreement.
- d) "Fiscal Year" shall mean that period of twelve months established as the Fiscal Year of the Authority pursuant to subsection "Fiscal Year" of this Agreement.
- e) "Interested Party" shall be a party designated by the Board to represent an organization within the Tuolumne-Stanislaus Region after receiving a written request from that organization to be an Interested Party.
- f) "IRWMP" shall mean the Integrated Regional Water Management Plan for the Tuolumne-Stanislaus Region adopted pursuant to the Act, as it may be modified or amended.
- g) A "Major Decision" shall mean only those decisions that are defined as such in this Agreement. A Major Decision shall require the affirmative vote of two-thirds of the members of the Board of Directors present and voting at a meeting at which a quorum is present.

- h) "Minor Decision" shall mean any decision by the Board of Directors that is not a Major Decision. A Minor Decision shall require the affirmative vote of a majority of the members of the Board of Directors present and voting at a meeting at which a quorum is present.
- i) "Members" shall mean those the parties identified on the attached Exhibit A, and any parties that shall hereafter become Members in accordance with the terms and provisions of this Agreement.
- j) "Member of the Public" shall be any member of the public, or public or private entity, that has expressed interest in the Authority's activities, but is not a member of the Authority or the Watershed Advisory Committee.
- k) "Participation Percentage" shall mean the percentages described in subsection "Participation Percentages" and modifications to said subsection.
- l) "Special Activities" shall mean activities that are consistent with the purpose of this Agreement, but which are undertaken by fewer than all the parties in the name of the Authority pursuant to subsection "Special Activities".
- m) "Tuolumne-Stanislaus Region" shall mean the area depicted on the attached Exhibit B.
- n) "Watershed Advisory Committee" or "WAC" shall mean the advisory body of the Authority created by Section 3.02 of this Agreement, consisting of representatives from the Members and the Interested Parties.

Section 2. Creation of Authority

2.1 Creation

The parties, pursuant to their joint exercise of powers, hereby create a public entity to be known as the "Tuolumne-Stanislaus Integrated Regional Water Management Authority."

2.2 Term

This Agreement shall remain in effect until terminated by mutual agreement of all the parties hereto. Notwithstanding any other provision herein, this Agreement shall remain in effect and be binding upon the parties hereto and upon all subsequent parties joined herein for such a period as the Authority desires to engage in any activities under this Agreement. The foregoing provision shall not apply, however, to any party that withdraws or is terminated from its participation in the Authority in accordance with this Agreement.

2.3 Purpose

The purpose of this Agreement is to provide for the joint exercise, through the Authority, of powers common to each of the parties in order to:

- I. engage in integrated regional water management planning and related activities under the Act in the Tuolumne-Stanislaus Region,
- II. coordinate, manage, maintain, modify, amend and implement the IRWMP under the Act, including without limitation assisting the Members in the development of water management projects and/or grant applications for projects included in or consistent with the IRWMP,
- III. participate through the Authority in water management projects included in or consistent with the IRWMP, and
- IV. engage in such other activities related thereto as are incidental, necessary and convenient to the mutual benefit and interest of the Members. Activities unrelated to integrated regional water management planning under the Act in the Tuolumne Stanislaus Region and/or the

IRWMP shall not be undertaken by the Authority unless the Agreement is amended to accommodate additional specified activities.

2.4 Powers

The Authority shall have the power to take any action to carry out the purposes of this Agreement. Subject to the applicable voting requirements described in this Agreement, the Authority is authorized, in its own name, to do all acts necessary for the exercise of said powers, including, but not limited to, any and all of the following:

- to coordinate all activities necessary to maintain, modify, amend and implement the IRWMP in accordance with the Act;
- to screen and select projects for grant applications;
- to prepare and submit grant applications on behalf of the Members;
- to assist Members in the development of water management projects;
- to participate in water management projects;
- to acquire, allocate, and manage grant funding pursuant to grantor's requirements;
- to create and appoint committees and sub-committees;
- to undertake, on behalf of the Members, all actions required by the California Department of Water Resources and the State Water Resources Control Board related to the IRWMP;
- to make and enter into contracts and agreements;
- to sue and be sued in its own name;
- to engage or employ agents, attorneys, consultants and employees;
- to acquire, hold, or dispose of any property by gift, grant, exchange, devise, or purchase;
- to incur debts, liabilities and obligations as approved by the Board of Directors in accordance with this Agreement;
- to receive contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations, and other governmental entities;
- exercise all powers necessary and proper to carry out the purposes, terms and provisions of this Agreement or otherwise authorized by law;
- to adopt rules and regulations, or bylaws, governing the internal process and procedures of the Authority;
- to fix and collect charges for any service furnished by the Authority.

Members of the Authority shall at all times retain control and authority, independent of the Authority, over their own internal matters, including water supplies, facilities, and water supply projects.

2.5 Adoption of IRWMP

The Members agree that the IRWMP shall be coordinated and managed by the Authority, and that all modifications or amendments of the IRWMP shall be adopted only by the Authority's Board of Directors and in accordance with this Agreement. Modifications and amendments of the IRWMP shall be a Major Decision.

Section 3. Internal Organization

3.1 Governing Body

The Authority shall be governed by a Board of Directors which is hereby established and which shall be composed of one representative of each of the Members, and who shall be selected and designated in writing by the governing body of the respective party from among the elected members of that party's

governing body, where applicable. Each party, in addition to appointing its member to the Board, shall appoint at least one alternate to the Board who shall be a director, officer or employee of that party, but need not be an elected member of that party's respective governing body. The role of each alternate Director shall be to assume the duties of the Director appointed by his/her member entity in case of the absence or unavailability of such Director.

3.2 Advisory Committee and Other Committees

The Board of Directors shall establish an advisory body known as the "Watershed Advisory Committee" ("WAC") that shall consist of representatives of the Members and representatives of the Interested Parties. Each Member and each Interested Party may appoint one member to the WAC. In addition to appointing a member to the WAC, each Member and each Interested Party may appoint at least one alternate to the WAC. Members and alternates shall be designated in writing by the respective governing body of each appointing entity. The WAC shall provide recommendations to the Board, but shall have no authority to take action that binds the Authority in any way. WAC members and alternates need not be elected representatives of their respective appointing entities. The WAC shall meet monthly or as determined by the WAC. All questions and matters of any nature whatsoever coming before the WAC shall be determined, through consensus, when possible. No quorum is required for consensus decisions.

If consensus cannot be reached, passage will require an affirmative vote of seventy percent of the committee members present and voting at a meeting at which a quorum is present. (More detailed information regarding WAC is captured in charter and will be attached to Agreement as appendix.)

The Board of Directors may establish other committees as it determines necessary and shall establish membership, quorum, and voting requirements for all whenever the committees are established.

3.3 Participation Percentages

The Participation Percentages of the Members shall be determined by number of connections or area population and may be otherwise changed only upon a vote of the Board of Directors. Any such change in the Participation Percentages shall be a Major Decision and shall not be deemed an amendment to this Agreement.

3.4 Seal; Bylaws

The Board may (but need not) adopt an official seal for the Authority and adopt such bylaws as it may deem necessary to regulate the affairs of the Authority in accordance with this Agreement. The bylaws may be amended by the Board of Directors as it may deem necessary. Amendment of the Bylaws shall be a Major Decision.

3.5 Quorum

A majority in number of the members of the Board of Directors or members of an advisory committee shall constitute a quorum for the transaction of Members' or the advisory committees' business, respectively. Each member of the Board of Directors shall be entitled to one vote. Any member of the Board of Directors abstaining from a vote shall be counted for purposes of determining the existence of a quorum, but shall not be deemed to be voting.

3.6 Meetings

Meetings of the Board of Directors and Advisory Committee shall be conducted in accordance with the Ralph M. Brown Act, California Government Code Sections 54950, *et seq.*

The Board shall establish a regular meeting time and location, which shall be within Tuolumne or Calaveras County, California. The Board may change either the meeting time or location.

3.7 Special Activities

With the prior approval of the Board of Directors, Members may undertake Special Activities in the name of the Authority. Prior to undertaking a Special Activity, the Members electing to participate in the Special Activity shall enter into a Special Activity Agreement with each other and the Authority. Such Activity Agreements shall provide that (i) no Special Activity undertaken pursuant to such agreement shall conflict with the terms of this Agreement and (ii) the Members to the Special Activity Agreement shall indemnify, defend and hold the other parties to this Agreement and the Authority harmless from and against any liabilities, costs or expenses of any kind arising as a result of the Special Activity described in the Special Activity Agreement. All assets, rights, benefits, debts, liabilities and obligations attributable to a Special Activity shall be assets, rights, benefits debts, liabilities and obligations solely of the Members that have entered into the Special Activity Agreement for that Special Activity, in accordance with the terms of the Special Activity Agreement, and shall not be the assets, rights, benefits, debts, liabilities and obligations of those Members that have not executed the Special Activity Agreement or the Authority. This subsection shall survive the termination or expiration of this Agreement.

Special Activities shall include, but are not limited to, applying for grants on behalf of select members of the Authority and implementation, management, and/or monitoring of projects on behalf of select members of the Authority. The specifics of such activities will be spelled out in detail in the Special Activity Agreement to include the roles and responsibilities of Member agencies and the distribution of costs among the participating Member agencies.

3.8 Officers

The officers of the Authority shall include a Chairperson, a Vice-Chairperson who shall serve in the absence of the Chairperson, a Secretary-Treasurer, and such other officers as the Board of Directors may appoint. Each officer shall serve at the pleasure of the Board of Directors, or for such terms as the Board of Directors may establish, and shall have those powers set forth in this Agreement or delegated to them by the Board of Directors.

Section 4. Financial Provisions

4.1 Fiscal Year

The Fiscal Year of the Authority shall be from July 1st through June 30th of each year.

4.2 Funds; Accounts

Subject to subsection "Fiscal Agent" of this Agreement, the Secretary-Treasurer shall be responsible for all money of the Authority from whatever source and for maintaining compliance with Section 6505.5 of the California Government Code. All funds of the Authority shall be strictly and separately accounted for and regular reports shall be rendered of all receipts and disbursements at least quarterly during the Fiscal Year. The books and records of the Authority shall be open to inspection by the Members and to

the extent provided by resolution or indenture. The Secretary-Treasurer shall contract with a certified public accountant to make an annual audit of the accounts and records of the Authority which shall be conducted in compliance with Section 6505 of the California Government Code.

4.4 Budget/Workplan

By a date set by the Board of Directors each Fiscal Year, the Board of Directors shall adopt an annual budget and workplan for the Authority for the ensuing Fiscal Year. Adoption of the annual budget and workplan shall be a Major Decision. Any amendment to the budget shall also be a Major Decision.

4.5 Payments to the Authority

All fees, costs and expenses incurred by the Authority for Member actions and activities shall be allocated to and paid by the Members in accordance with the Participation Percentages as defined in subsection "Participation Percentages" on a schedule set by the Board of Directors; provided, that no Member shall be obligated to make any such payment unless and until such Member's governing body has approved and appropriated the funds necessary to make such payment. In the event a payment by a Member is otherwise required but is not made because such Member's governing body has not approved such payment or appropriated the funds necessary to make such payment, such Member shall be subject to termination as a Member pursuant to subsection "Admission, Withdrawal and Termination of Members" but upon any such termination shall not be liable for the amount of such payment.

4.6 Property; Bonds

The Secretary-Treasurer, in addition to any other officers designated by the Authority, shall have charge of, handle, and have access to any property of the Authority. The Secretary-Treasurer, in addition to any other officers having charge of any property of the Authority, shall acquire such fidelity bonds or comparable insurance covering such officers and persons in amounts designated by the Board of Directors. Such designation shall be subject to ratification by the Members in compliance with California Government Code Section 6505.1.

Section 5. Contract Management; Fiscal Agent

5.1 Management

In addition to, or in lieu of, hiring employees, the Authority may engage one or more third parties to manage any or all of the business of the Authority on terms and conditions acceptable to the Board of Directors. A third party so engaged may, but need not, be a Member. The Authority shall not hire, for compensation, any Member. Any third party so engaged shall have such responsibilities as are set forth in the contract for such third party's services.

5.2 Fiscal Agent

Without limiting the breadth of subsection "Management", the Board of Directors may select a Member or a third party to act as the fiscal agent for the Authority pursuant to an agreement with the fiscal agent approved by the Board of Directors.

Section 6. Relationship of Authority and its Members

6.1 Separate Entity; Property

In accordance with California Government Code Section 6507, the Authority shall be a public entity separate from the parties to this Agreement. To the greatest extent permitted by law, otherwise agreed herein the debts, liabilities and obligations of the Authority shall not be debts, liabilities or obligations of

the Member entities. The Authority shall own and hold title to all funds, property and works acquired by it during the term of this Agreement. The Board of Directors shall first offer any properties, works, rights and interests of the Authority for sale to the highest bidder of the member entities. If no such sale to the highest bidder is consummated, then the Board of Directors shall offer the properties, works, rights and interests of the Authority for sale to any governmental agency, private entity or persons for good and adequate consideration. The net proceeds from any sale shall be distributed among the Members in proportion to their Participation Percentages. If no such sale is consummated, then all of the properties, works, rights and interests of the Authority shall be allocated to the then Members in the same manner as the allocation of the net proceeds from the sale.

6.2 Admission, Withdrawal and Termination of Members

Additional qualified parties may join in this Agreement and become Members upon the approval of the Board of Directors. Prior to being admitted as a new Member, a party shall

- I. execute an agreement to be bound by the terms of this Agreement as if such party had been an original signatory hereto and
- II. pay an amount set by the Board of Directors to make the contributions to Authority activities by all Members (including the new Member) equitable.

The admission of a new Member and determination of such amount shall be a Major Decision.

Any Member may withdraw from this Agreement by giving 90 days written notice of its election to do so, which notice shall be written, from the withdrawing Member's governing body, and given to the Board of Directors and to each of the other parties; provided, that such withdrawal does not in any way impair any contracts, resolutions, indentures or other obligations of the Authority then in effect. In the event of a disagreement between the Authority and the withdrawing party as to whether such withdrawal shall cause the impairment of any contracts, resolutions, indentures or other obligations of the Authority, such determination shall be a Major Decision requiring a two thirds vote of the directors representing the non-withdrawing Members present and voting. Subject to the foregoing, a Member's withdrawal will be effective 90 days from the date the notice of withdrawal is provided.

A withdrawing Member shall in all events remain liable for its proportionate share of

- I. any call for funds or assessment levied by the Authority prior to the date it provides its notice of withdrawal,
- II. any contribution required by subsection "Agreed Upon Share of Liability or Judgment for Damages" to reflect the Participation Percentages in existence at the time the subject act or omission occurred, and
- III. the amount of any annual budget approved not more than 60 days prior to the date it provides its notice of withdrawal; provided, that a Member not concurring in an amendment of this Agreement that withdraws within the 90-day period described in subsection "Amendment" shall not be liable for any such amounts except to the extent they are delinquent on the date of withdrawal.

Any Member may be terminated, by a vote of the Board of Directors and upon termination shall no longer be a member of the Authority. The sole grounds for termination of any Member shall be any substantial or ongoing breach of: any obligation or duty required by this Agreement, as it may be amended from time to time; any rules, regulations, or bylaws the Board may adopt; or any future agreement made in furtherance of the goals of this Agreement. Termination of a Member shall be a Major Decision. A Member so terminated shall not be liable for the amounts described in clauses (i), (ii)

and (iii) of the immediately preceding paragraph except to the extent they are delinquent on the date of termination.

In the event a Member withdraws from the Authority or is terminated in accordance with the terms and conditions hereof, such Member shall not receive a refund of any amounts advanced to the Authority by such Member prior to the date of its withdrawal or termination.

6.3 Disposition of Property upon Termination or Determination by Board of Surplus

Upon termination of this Agreement or upon determination by the Board of Directors that any surplus money is on hand, such surplus money shall be returned to the then member entities of the Authority which contributed such monies in proportion to their Participation Percentages.

6.4 Liability of Board, Officers, Committee Members and Advisors

The members of the Board, as well as Officers, committee members and the advisors to the Board or committees of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. They shall not be liable for any mistake in judgment or any other action made, taken or omitted by them in good faith, nor for any action taken or omitted by any agency, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of Authority funds.

No member of the Board, Officer, committee member, or advisor to any Board of committee shall be responsible for any action taken or omitted to be taken by any other Director, Officer, committee member, or advisor to any committee. No member of the Board, Officer, committee member or advisor to any committee shall be required to give a bond or other security to guarantee the faithful performance of their duties pursuant to this Agreement.

The funds of the Authority shall be used to defend the Authority, and defend, indemnify, and hold harmless any member of the Board, Officer, committee member or advisor to any committee for their action taken within the scope of the authority of the Authority.

Nothing herein shall limit the right of the Authority to purchase insurance to provide such coverage.

6.5 Insurance

The Board of Directors shall, at least annually, review the general liability, automobile, directors and officers, and other insurance coverage maintained by the Authority for adequacy and determine the nature, extent and limits of insurance to be maintained by the Authority. The Authority shall purchase and maintain such insurance as the Board determines to be appropriate after such review.

Section 7. Miscellaneous Provisions

7.1 Amendment

Amendments to this Agreement are considered a Major Decision. To provide non-concurring parties an opportunity to withdraw from the Authority as provided herein, an amendment shall be binding on all parties hereto 60 days after the required concurrence has been obtained.

7.2 Severability and Validity of Agreement

Should the participation of any party to this Agreement, or any part, term or provision of this

Agreement be decided by the courts or the legislature to be illegal, in excess of that party's authority, in conflict with any law of the State of California, or otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms or provisions of this Agreement shall not be affected thereby and each party hereby agrees it would have entered into this Agreement upon the same terms as provided herein if that party had not been a participant in this Agreement.

7.3 Assignment

Except as otherwise provided in this Agreement, the rights and duties of the parties to this Agreement may not be assigned or delegated without the approval of the Board of Directors, which approval shall be a Major Decision. Any attempt to assign or delegate such rights or duties in contravention of this section shall be null and void. Any assignment or delegation permitted under the terms of this Agreement shall be consistent with the terms of any contracts, resolutions or indentures of the Authority then in effect. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. This section does not prohibit a party from entering into an independent agreement with another agency regarding the financing of that party's contributions to the Authority or the disposition of proceeds which that party receives under this Agreement so long as such independent agreement does not affect, or purport to affect, the rights and duties of the Authority or the parties under this Agreement.

7.4 Execution in Parts or Counterparts

This Agreement may be executed in parts or counterparts, each part or counterpart being an exact duplicate of all other parts or counterparts, and all parts or counterparts shall be considered as constituting one complete original and may be attached together when executed by the parties hereto. Facsimile signatures shall be binding.

7.5 Notices

Notices authorized or required to be given pursuant to this Agreement shall be in writing and shall be deemed to have been given when mailed, postage prepaid, or delivered during working hours to the addresses set forth for each of the parties beneath their signatures on this Agreement, or to such other changed addresses communicated to the Authority and the member entities in writing.

7.6 Governing Law and Venue

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of California, excluding any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Tuolumne and Calaveras County, California. The parties to this Agreement hereby expressly waive any right to remove any action to a county other than Tuolumne or Calaveras Counties as permitted pursuant to California Code of Civil Procedure Section 394.

7.7 Attorney's Fees

If any party commences any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

7.8 Secretary of State

A notice of this Agreement, plus one copy, shall be filed with the Secretary of State within 30 days after the effective date as required by Government Code section 6503.5.

IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the day and year first above-written.

NAME OF MEMBER:

By:

Its:

By:

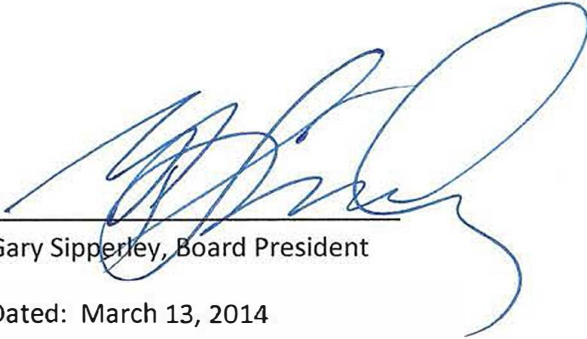
Its:

Dated:

Member's Address:

IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the day and year first above-written.

NAME OF MEMBER: Twain Harte Community Services District



Gary Sipperley, Board President

Gary Sipperley, Board President

Dated: March 13, 2014

Member's Address:

P.O. Box 649
Twain Harte, CA 95383

ATTEST:



Carolyn Higgins, Board Secretary

Carolyn Higgins, Board Secretary

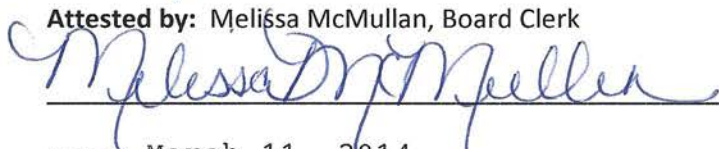
IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the day and year first above-written.

NAME OF MEMBER: Tuolumne Utilities District

Signature by: John Maciel, Board President



Attested by: Melissa McMullan, Board Clerk



Dated: March 11, 2014

Address:

18885 Nugget Blvd.

Sonora, CA 95370

IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the day and year first above-written.

NAME OF MEMBER: Murphys Sanitary District

Signature by: Delma Harris, Board President

A handwritten signature in blue ink that reads "Delma E. Harris" is written over a solid black horizontal line.

Attested by: Phil Stock, Secretary

A handwritten signature in blue ink that reads "Phil Stock" is written over a solid black horizontal line.

Dated: 4-14-14

Address:

90 Big Trees Rd

Suite B

Murphys, CA 95247

IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the day and year first above-written.

NAME OF MEMBER: Tuolumne County
By: Sam Royce, Chairman
Its: _____
By: _____
Its: _____
Dated: March 18, 2014
Member's Address: 2 S. Green Street
Sonoma, Ca 95370

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

ALICIA L. JAMAR
Clerk of the Board

By: Alicia Jamar

APPROVED AS TO LEGAL FORM

COUNTY COUNSEL
COUNTY OF TUOLUMNE

Sarah Carrillo 3-19-14
SARAH CARRILLO, COUNTY COUNSEL DATE

IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the day and year first above-written.

NAME OF MEMBER: Calaveras County Water District

By: Paeta Underhill

Its: Board President

By:

Its:

Dated: October 14, 2015

Member's Address:

PO Box 846

San Andreas, CA 95249

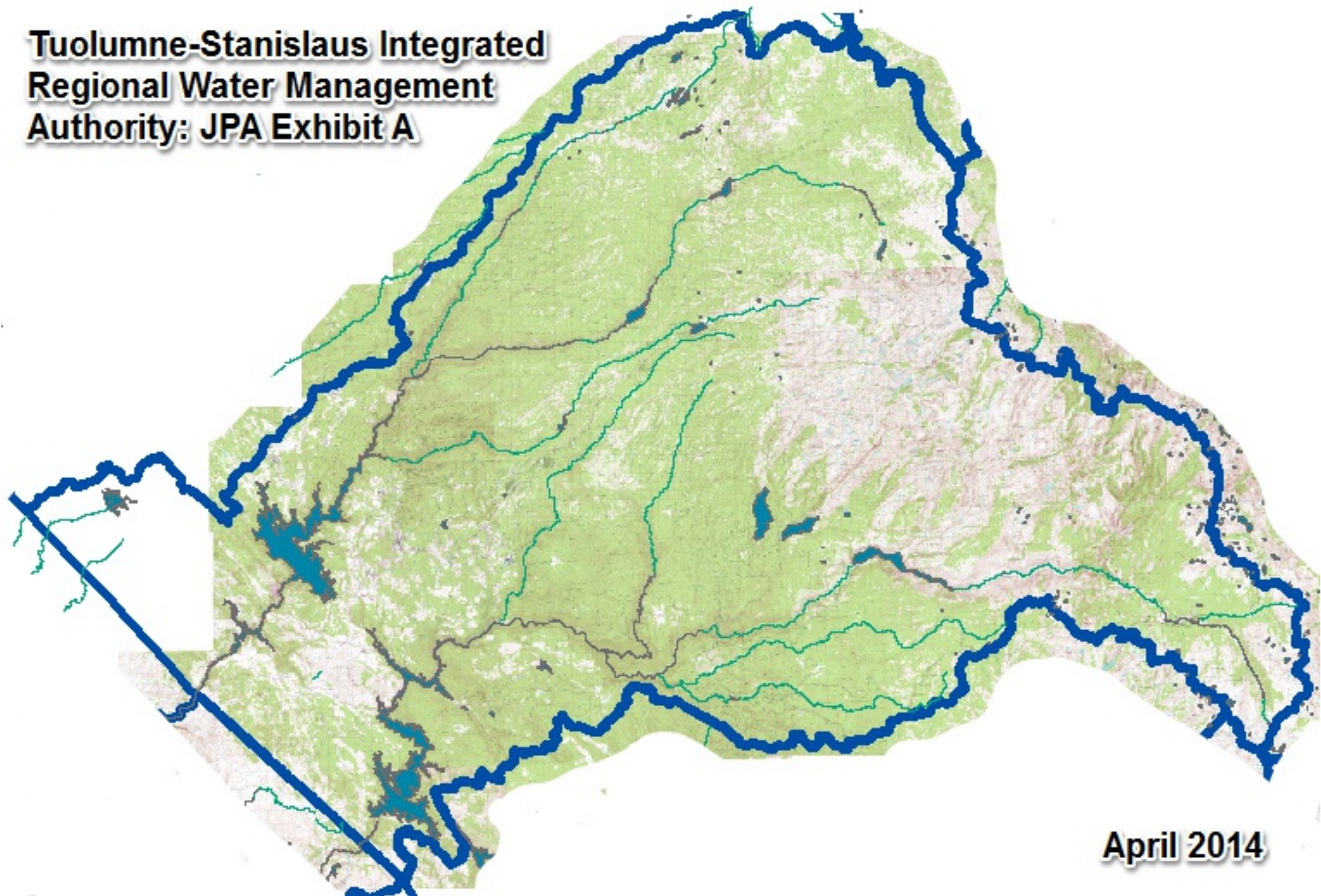
ATTEST:

Mona Walker

Mona Walker

Clerk to the Board

**Tuolumne-Stanislaus Integrated
Regional Water Management
Authority: JPA Exhibit A**



April 2014

TUOLUMNE-STANISLAUS INTEGRATED REGIONAL WATER MANAGEMENT PLAN JOINT POWERS AUTHORITY WATERSHED ADVISORY COMMITTEE CHARTER

The Tuolumne-Stanislaus Watershed Advisory Committee (T-S WAC) has been established by the Tuolumne-Stanislaus Regional Water Management Group (T-S RWMG) to advise the T-S RWMG on all facets of the implementation of the Tuolumne-Stanislaus Integrated Regional Water Management Plan (T-S IRWMP).

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A. Introduction

The Tuolumne and Stanislaus watersheds traversing eastern Stanislaus County into Tuolumne and Calaveras Counties contain an extraordinary regional geographic diversity. Water has been and continues to be an undeniable force that shapes the economic, ecological and cultural face of the area. It is in this area that:

- The discovery of gold in Jamestown launched booming towns and early water delivery systems that still exist side-by-side and serve both residents and recreationists
- Me-Wuk Indians live and work within their native watersheds
- Stands of oaks and brush in the lower elevations give way to dense coniferous forests in the Sierra Nevada range
- Growing population centers attract ever more full-time residents and also serve tens of thousands of recreationists
- Agriculture is a locally valued and sustainable way of life
- Yosemite National Park, the Stanislaus National Forest, two Wild Trout Streams and a Wild and Scenic River are located within these watersheds

Water is the essential link for all of these factors. Water needs are as broad reaching as area's diversity. Water is needed for homes, schools, businesses, the environment and recreational attractions. Recycled water irrigates agricultural lands, and water infrastructure, both new and historic, weave through the region. The community is committed to meeting or exceeding federal and state standards for water and wastewater quality, environmental protection and wildlife habitat.

Growing demand and changing conditions require the region to aggressively plan for its water future. This has led a host of stakeholders to come together to initiate an Integrated Regional

Water Management (IRWM) process and complete an IRWM Plan. The goal is to promote and practice integrated regional water management to ensure sustainable water uses, reliable water supplies, better water quality, environmental stewardship, efficient urban development, protection of agriculture, and a sustainable economy.

Implementation of the IRWM Plan will promote collaboration throughout project implementation such that quantifiable ecosystem restoration and improved water supply and water quality benefits will occur in an integrated, cost and time efficient manner. The Plan will integrate activities, which will increase environmental education and stewardship, reduce conflicts and litigation potential, and through interregional cooperation, increase understanding and participation in export water proposals as they relate to beneficial uses in the area of origin. Further, it is essential that the data management system be maintained so it can inform the T-S IRWMP JPA of the relative success of various Resource Management Strategies, programs and projects. This information will be key to an implementation effort grounded on adaptive management and guided by an active and involved governance entity. With the elements of collaboration, adaptive management and active governance in place, the T-S IRWM Plan cannot only become the vehicle for guiding the investment of public fiscal resources, but it can also serve as one logical venue for resolving difficult matters of resource management policy in the Region.

Implementation of the IRWM Plan will require a sustainable, local community capacity to be developed from within the public agency members and supported by the non-governmental organization membership that enables the program to be ongoing and funded, to the extent possible, from non-state funds.

B. Mission & Deliverables

The mission of the T-S Watershed Advisory Committee (T-S WAC) is to prepare all recommendations necessary to advise the T-S Regional Water Management Group (T-S RWMG) on implementation of the T-S Integrated Regional Water Management Plan (T-S IRWMP). Implementation of the T-S IRWMP is intended to follow the objectives of the Plan and the application of sound project selection criteria that mirror the original T-S Planning Grant Committee's commitment to integration of resource management strategies that maximize resource benefits in a sustainable fashion using efficient fiscal management.

The T-S WAC is responsible for developing recommendations for consideration by the T-S RWMG for the following:

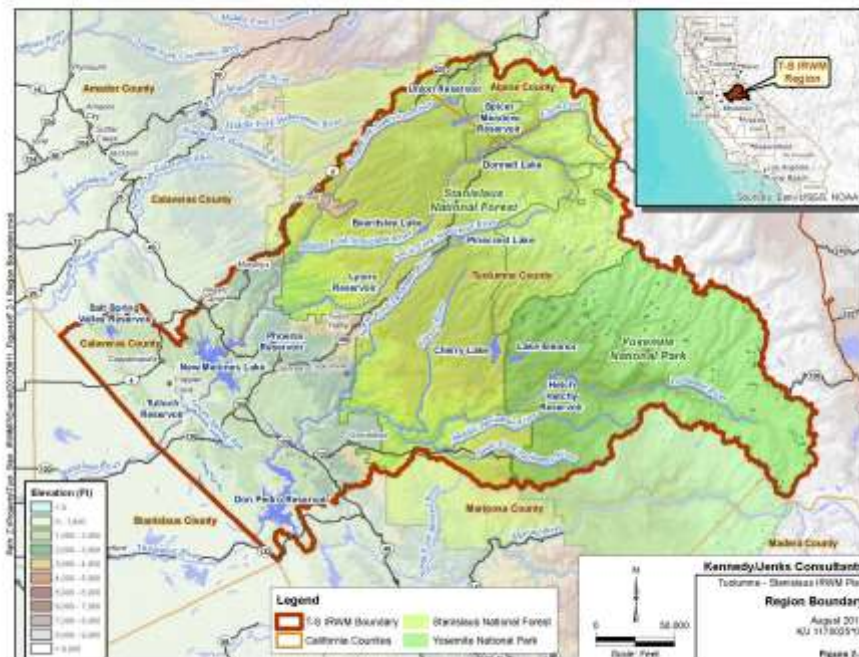
1. Upcoming funding opportunities
2. Improved project integration
3. Project selection for inclusion in grant applications being submitted through the RWMG
4. Plan performance to include progress toward Plan objectives
5. Objectives/targets not accounted for in currently included projects
6. Objectives updates
7. New or revised/integrated projects for inclusion in the Plan
8. Project priorities updates
9. Plan content revisions

10. Operational data that should be measured and managed to meet the goals and objectives of the T-S IRWMP
11. Efficient and effective communication with participating entities within the Region, the general public and the media

C. T-S IRWMP Focus

The approximately 2,700 square miles of the T-S Region span the entire western slope of the Sierra Nevada, encompassing the Upper Tuolumne River, Upper Stanislaus River, and Upper Rock Creek-French Camp Slough watersheds. The Region includes all of Tuolumne County, the southern portion of Calaveras County, and southwestern Alpine County.

The majority of the Region's approximately 70,000 people reside in the foothills at elevations below 3,000 feet. Major communities of the T-S Region include Sonora, Twain Harte, Copper Cove, Copperopolis, Angels Camp, Murphys, and Groveland. A number of the Region's communities have been identified as Disadvantaged Communities (DACs) which have median household incomes less than \$48,706 per DWR criteria. The Region is also home to two federally recognized Me-Wuk tribes, and federally managed national forest and national park lands represent over two thirds of the lands in the Region. The Region's economy continues to evolve from the historic industries of agriculture, mining and timber, to a more service-based economy. Residential and agricultural developments considered for the Region may contribute to the 1-2% projected growth in the Region and would result in related increases in water use demands within the Region.



D. Importance

The Upper Stanislaus and Upper Tuolumne River watersheds are sources of abundant water resources relied upon as critical supplies for invaluable river ecosystems, millions of people, hundreds of thousands of acres of prime farmland, and hydroelectric resources used throughout California. In the Region, these surface water resources are the primary source of potable water, while at the same time 98% of these water supplies serve export water demands and instream flow requirements. Numerous upstream reservoirs exist within the Region that serve multiple purposes including storage, largely for users outside the Region, and hydropower. Water supplies within the Region consist primarily of surface water. The surface water conveyance system consists of an extensive system of pipelines, canals, ditches and flumes, many of which are remnants of the Region's historical water system used for mining and support industries during the 19th Century. Surface water quality in the Region is generally very good with issues primarily resulting from current or historical land use. Groundwater quality is highly variable and availability of groundwater resources primarily found in fractured bedrock is largely unquantified. Nevertheless, groundwater is a primary water supply source for many individual homeowners and small water systems in the T-S Region. The T-S Region boasts a high diversity of ecosystems and environmental resources. About two-thirds of the land area within the T-S Region is contained within coniferous forests in the Stanislaus National Forest and Yosemite National Park. The lakes, creeks, meadows and other natural features of the Region provide key habitat for many of California's most important aquatic and terrestrial species. In addition, the Region's rivers, reservoirs and lakes provide extensive opportunities for water-dependent recreation popular to users within and beyond Region boundaries.

E. Organizational Structure

Watershed Advisory Committee: The T-S Watershed Advisory Committee (WAC) is the primary advisory committee for the T-S Regional Water Management Group. As such, it is authorized through the T-S IRWMP JPA Agreement and established through the JPA Board of Directors. The WAC shall consist of representatives of the members of the JPA Board of Directors and representatives of parties designated to represent an interested organization within the T-S Region. Each member of the JPA Board of Directors and each interested organization may appoint one member and at least one alternate to the WAC. Members and alternates shall be designated in writing by the respective governing body of each appointing entity. The WAC shall provide recommendations to the Board, but shall have no authority to take action that binds the Authority in any way.

Workgroups/Subcommittees: To advance its work, with the approval of the Board, the WAC may choose to create workgroups and/or subcommittees to conduct specific tasks. The WAC will craft a clear charge and scope of work for any work group or subcommittee. Work groups and subcommittee meetings will be open to the public and their materials will be available to the public. As in the full group, these groups will seek consensus in their recommendations and work products. Highlights, decisions, and action items will be recorded in meeting summaries. In addition to regular progress updates, materials developed in these groups will be brought back to the WAC for discussion, refinement as necessary, and recommendation to the board, as appropriate.

Voluntary & Balanced Representation: WAC members may volunteer to participate in workgroups or subcommittees; both will strive for balanced representation of interest groups. To ensure these groups remain small enough to complete tasks expeditiously, WAC members will confer and identify appropriate representatives for different interests. All members will be expected to have the passion, time, and resources needed to do intensive work. The WAC will provide logistical and technical support to help convene these groups and track their work products.

F. Membership

In keeping with the goals of collaboration and transparent processes that have underpinned the work of the Planning Grant Committee that preceded and led to the establishment of the T-S IRWMP JPA, the WAC will strive to include representatives of groups with a range of interests who are engaged in water-related issues within the T-S IRWMP Region. These may include, but are not limited to the following:

- Air Quality
- Agriculture
- Community Vitality and Local Economic Development
- Cultural Resources
- Disadvantaged Communities
- Environmental Groups
- Fire Safety and Community Protection
- Forestry
- Local, State Federal, and Tribal Governments
- Industry
- Water Quality and Quantity
- Youth Education and Training

Members: To become a member of the WAC, an organization representing one of the above interests must complete a membership form designating an official member and alternate, if applicable. Members, and the organizations they represent, must formally commit to uphold the guidelines of the charter and accept the T-S IRWM Plan. It is also expected members/alternates will act as a conduit of information between the WAC and the organization the member represents.

New Members: While membership is open, new members must abide by the responsibilities of members, listed above. The WAC aims for members to make informed decisions. Therefore, new members may participate in decision-making after attending one meeting and committing to understanding the information being analyzed and previous WAC discussions.

Attendance Requirements: Members in good standing will attend at least 50% of WAC meetings per calendar year or send an alternate. Members who are unable to meet attendance requirements will be deemed “inactive” and will not be consulted in their absence before decisions are finalized.

Alternates: Regular attendance will be essential to the continuity of the group. When unable to attend, the member may choose to send an alternate. The alternate is expected to act on behalf of the member. The member and alternate must remain fully briefed and be able to work without causing the group to revisit items previously considered.

Associate Members: An interested party who does not officially represent an organization focused on the interests listed above may request to become an associate member.

External Liaison: An external liaison is an individual who represents a governmental agency that does not have formal membership in the WAC, but serves in an advisory capacity.

G. Roles and Responsibilities

Specific roles and responsibilities are defined as follows:

JPA Board of Directors: is comprised of representatives of agencies/organizations that have signed the JPA Agreement. The board is the decision-making body of the T-S IRWMP JPA and the recipients of all recommendations of the WAC. It also constitutes the T-S IRWM Regional Water Management Group.

Members: are stakeholders who are officially designated by their organization (representing an interest listed in Section F) and sign on to fully participate in the work of the T-S IRWMP JPA and agree to (1) advise the T-S JPA Board on how issues might best be addressed and processes improved; (2) contribute expertise, data and information to clarify discussions, eliminate false assumptions, and advance innovation; (3) serve as the liaison to communicate information to and from their organizations and constituencies; (4) participate in an open and honest forum; and (5) act in a manner that will enhance trust among all partners and interested parties. Members are responsible for reviewing material in advance and being prepared to engage in substantive discussions during meetings. Members should attempt to attend every meeting to ensure continuity in discussions and decisions, and to ensure efficient workflow.

The Administrative Director: serves as the programmatic staff of the T-S JPA and is responsible for executing the WAC charter and for ensuring that all relevant perspectives related to the deliverables are discussed and captured in written documents. The A.D. is responsible for overall project management and coordinating with technical support. The A.D. is also responsible for seeing that meeting materials are distributed at least one week in advance of meetings and for all routine communication with WAC members. Additional responsibilities include reporting to the Board of Directors on WAC activities and carrying out any other directives issued by the Board of Directors.

Technical Support: will be provided by resource experts who function as technical advisors to the T-S JPA during ongoing discussions of the WAC and its work groups or subcommittees. Technical advisors participate in meetings to serve as an important resource to the T-S JPA on complex scientific questions and issues.

The Facilitator: provides impartial leadership to the dialogue process and meeting management. The facilitator is content neutral and will advocate for a fair, effective, and credible process – not a particular outcome. The facilitator will help the T-S JPA stay within scope and follow the

terms of the Charter. Specific WAC duties include: (1) helping to formulate meeting objectives and agendas; (2) overseeing the preparation of meeting notes, including points of agreement and disagreement; (3) serving as a confidant for members who wish to express concerns privately, whether about the substance of discussions or the dialogue process. The facilitator will also actively suggest methods to accomplish tasks.

If a member has a concern about the neutrality or performance of the facilitator, s/he should first speak with the facilitator. If the concern is unresolved, the member should discuss it with the Administrative Director.

Associate Members: are interested parties who are not officially designated by an organization (representing an interest listed in Section F). An associate member may participate in WAC discussions, but will be a non-voting member. It is expected that an associate member have an ongoing commitment to the purpose and work of the WAC.

Liaisons: provide a means of communication between an agency/organization and the T-S JPA. A liaison is a non-voting member of the T-S JPA.

Workgroup/Sub-Committee Members: subject to approval of the T-S JPA Board of Directors, the WAC may agree to formation of a workgroup to address specific topics. Members' work will be bounded by specific timeframes and specific questions to be considered. If the need arises, a subcommittee may be convened to assist a workgroup and/or the WAC with topics requiring specific expertise. Depending on the nature of the assignment, a subcommittee may report back directly to the WAC or work through a workgroup.

H. Participants

The categories of participants are as follows:

Administrative Director

Facilitator

Members/Alternates (voting)

Associate Members

External Liaisons

I. Schedule

The WAC is expected to meet at least quarterly, or more frequently as necessary to accomplish the advisory group's mission. Meetings will be held on the third Wednesday of the month. If additional meetings are determined necessary, members will be polled for availability prior to scheduling.

Depending on need, one or more work groups/subcommittees (see Section E, Roles and Responsibilities) may be formed. Subcommittee meetings will be scheduled as required.

J. Decision-Making

1. **Consensus is the Fundamental Principle:**

The WAC is an advisory group to the JPA Board of Directors (RWMG) and, as such, decisions made by the WAC will be forward as recommendations to the JPA Board of Directors. In working with the WAC, the facilitator and administrative director will use a consensus-seeking approach and work diligently to find common ground on issues. The group will strive for consensus in its work. In reaching consensus, some WAC members may strongly endorse a particular proposal, meaning they fully support the proposal. Others may accept it as just "workable," meaning it is not perfect but there are good elements about it. Others may be only able to "live with it, meaning they do not see the need for it, but will go along with it. Still others may choose to "stand aside" by verbally noting a disagreement, yet allowing the group to reach consensus without them if the decision does not affect them or compromise their interests. Members may "conditionally endorse" a proposal meaning they support it but need to bring it to their governing body for formal approval. Any of these actions still constitutes consensus. A member may "oppose" a proposal which results in no consensus. No quorum is required for consensus decisions.

2. **Voting Process:**

If no consensus is reached, then the WAC automatically moves to a voting structure. Absent consensus, the necessary vote to take action on an item by the WAC is 70% or more of a quorum of the WAC members. Those WAC members who could not "stand aside" will be asked to indicate whether they believe, in good faith, there is sufficient potential for compromise to recommend referral to a subcommittee for continued discussion with the hope of developing a consensus position to be brought back to the WAC for consideration.

WAC members will, if necessary, determine through a roll call vote whether there is a minimum of 70% of those present who wish to send the proposal to a subcommittee for further consideration. If the vote indicates the WAC does not believe the potential exists to develop a modified proposal, members will use the voting threshold of 70% to determine the fate of the proposal "on the table".

If a proposal is referred to a subcommittee, the subcommittee will diligently strive to develop an acceptable proposal to present to the WAC at the next regularly scheduled meeting. If the subcommittee cannot come to consensus on a modified proposal, the WAC will vote on the original proposal utilizing the 70% threshold. If the subcommittee recommends a modified proposal, the WAC will attempt to come to consensus on the subcommittee's recommendation. If the WAC cannot come to consensus on the modified proposal the WAC will vote on the subcommittee's recommendation utilizing the 70% threshold. The WAC may also vote on the original proposal, or any other modification to that proposal, utilizing the 70% threshold.

If there is no vote of 70% or more for any action proposed, then the item is considered to not have been passed by the WAC.

In the case that a person is the designated representative for more than one member

entity, said person will state which of the entities he/she is representing for purposes of the vote. The other entity (or entities) will not be represented in the vote unless there is a designated alternate representative present for the voting process.

All decisions, agreements, recommendations, and reservations will be documented in the meeting summaries, which are part of the public record.

Timeframe: In making decisions, the WAC will abide by timelines set by the T-S IRWMP JPA Board of Directors. If the WAC determines a longer timeframe is needed than set by the board, the WAC may ask the administrative director or facilitator to request that the board extend the timeline. However, the board is under no obligation to agree to the request.

K. Protocols & Standing Group Rules

Process Agreements

- **Members agree to act in good faith in all aspects of this process and to communicate their interests.** Members agree to make a concerted effort to provide requested information to other members or to explain the reason why not. Tentative or sensitive information will be treated appropriately.
- **Members agree to address the issues and concerns of the participants.** All members have a stake in the issue at hand. Members agree to validate the issues and concerns of other parties, and work to develop agreements that include all the issues under consideration. Disagreements will be viewed as problems to be solved, rather than battles to be won.
- **Members agree to only make commitments they intend to keep.**
- **Parties will express concerns and support in discussions of the WAC that are consistent with concerns and support they express in other forums, including in sessions with the press.**
- **Outside of WAC meetings, people will represent comments made in these meetings as organizational or general group comments. Personal references should be avoided.**
- **Meeting notes will be prepared with a focus on key points, ideas, and action items rather than as transcripts.** Unless very specific to understanding the content, references will generally be made to the content rather than the members. Meeting notes will be circulated within two weeks of meetings. Meeting notes will then be made publicly available.

Meeting Groundrules

- **Electronic courtesy.** Most of the participants have demanding responsibilities outside of the meeting room. However, your full attention is requested during meetings. Please turn cell phones, or any other communication item with an on/off switch to “silent.” If you have to respond to a communication, please do so outside the meeting room.
- **Stay focused on the charge and deliverables.** There are many related topics that people care about. The WAC cannot address all of these. The facilitator will help the group stay focused on the deliverables.
- **Sit at the table only if you are the member representing an agency/organization.** Balancing participation and identifying individuals representing member

agencies/organizations is easier when only one person per agency/organization is seated at the table. The person can be the “member” or the “alternate.”

- **Raise your hand if you wish to speak.** Raising your hand helps the facilitator manage the queue.
- **Use common conversational courtesy.** Don't interrupt others. Use appropriate language. Avoid third party discussions.
- **Treat each other with respect.** People are passionate about these issues and in many cases have invested their careers in this work. People offer their time, expertise, insight, and resources in these discussions. Please respect the work people do to advance the conversation and create common ground.
- **All ideas and points have value.** You may hear something you do not agree with. You are not required to defend or promote your perspective, but you are asked to share it. All ideas have value in this setting. If you believe another approach is better, offer it as a constructive alternative.
- **Avoid editorials.** Please avoid ascribing motives to or judging the actions of others. Please speak about your experiences, concerns, and suggestions.
- **Honor time.** In order to achieve meeting objectives it will be important to follow the time guidelines provided by the facilitator.
- **Beware of the 3 C's Disease:** Do not criticize, complain, or condemn.
- **Be comfortable.** Please help yourself to refreshments or take personal breaks.
- **Humor is welcome** and important, but humor should never be at someone else's expense.

L. Amendments

The WAC may develop and recommend amendments to the Charter for submission to the T-S IRWMP JPA Board of Directors consideration. The Charter will be reviewed every two years to assure continued relevancy and commitment of members.

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The Tuolumne and Stanislaus watersheds, traversing eastern Stanislaus County into Tuolumne and Calaveras Counties, contain an extraordinary regional geographic diversity. Water has been and continues to be an undeniable force that shapes the economic, ecological and cultural face of the area. Growing demand and changing conditions require the region to aggressively plan for its water future. This has led a host of stakeholders to come together to initiate an Integrated Regional Water Management (IRWM) process and complete an IRWM Plan.

The goal of the completed IRWM Plan is to promote and practice integrated regional water management to ensure sustainable water uses, reliable water supplies, better water quality, environmental stewardship, efficient urban development, protection of agriculture, and a sustainable economy. Implementation of the IRWM Plan will promote collaboration throughout project implementation such that quantifiable ecosystem restoration and improved water supply and water quality benefits will occur in an integrated, cost and time efficient manner. The Plan will integrate activities, which will increase environmental education and stewardship, reduce conflicts and litigation potential, and through interregional cooperation, increase understanding and participation in export water proposals as they relate to beneficial uses in the area of origin.

The approximately 2,700 square miles of the T-S Region span the entire western slope of the Sierra Nevada, encompassing the Upper Tuolumne River, Upper Stanislaus River, and Upper Rock Creek-French Camp Slough watersheds. The Region includes all of Tuolumne County, the southern portion of Calaveras County, and southwestern Alpine County.

Section 1: Organization

A. Principal Office and Mailing Address:

The principal office for the T-S IRWMA is 77 N. Washington St. Sonora, CA 95370 and the mailing address for the Authority is P.O. Box 4394 Sonora, CA 95370.

B. Meeting Location:

The T-S IRWMA will hold its Board of Directors (Board) and Watershed Advisory Committee (WAC) meetings at the Tuolumne Utilities District Board Room, 18885 Nugget Blvd. Sonora, CA 95370, unless otherwise noticed. Additional subcommittee meeting locations will be determined by the Board or WAC when the meeting dates and times are set.

C. Change of Address/Location:

The Board is hereby granted full power and authority to change the principal office, mailing address, and meeting locations of the T-S IRWMA.

D. Meeting Date and Time:

The T-S IRWMA will hold its Board meetings quarterly from 1:00pm – 4:00pm on the third Wednesday of the first month of each quarter. The WAC will hold its meetings on the third Wednesday of each month from 9:00am – 12:00pm.

E. Change of Meeting Date/Time:

The Board is hereby granted full power and authority to change the meeting dates and times of the Board of Directors or its committees including the WAC, but also authorizes the WAC to change meeting dates and times, as needed.

F. Meeting Agendas:

In compliance with the Brown Act, the T-S IRWMA meeting agendas will be posted 72 hours in advance of each meeting at the physical location of the meeting, emailed to the T-S IRWMA

mailing list, and posted on the T-S IRWMA website. Meeting agendas will be organized by T-S IRWMA Staff.

G. Rules of Order:

All regular Board meetings shall be conducted according to Roberts' Revised Rules of Order and the Brown Act. The Chair and Facilitator use discretion when applying the rules. Meetings with extensive public participation and debate may require a more strict application of the rules than informal meetings.

Section 2: Directors

A. Number of Directors:

Each member entity of the T-S IRWMA will provide one representative, primary Director, to make up the governing body of the Authority known as the Board of Directors. Additionally, each member entity will appoint at least one alternate to the Board whose role shall be to assume the duties of the Director appointed by his/her member entity in case of the absence or unavailability of the primary Director.

B. Designation and Qualification of Directors:

Member entities shall select and designate in writing a primary Director and alternate by the governing body of the respective party from among the elected officials of that party's governing body, where applicable. Alternate Directors shall be a director, officer or employee of their respective member entity, but need not be an elected member of that party's respective governing body.

C. Terms of Office:

The term for each Director and alternate shall be determined by the member entity which they represent.

D. Vacancies of the Board:

A vacancy or vacancies occur pursuant to these *By-Laws* on the occurrence of any of the following;

1. The death or resignation of any Director,
2. The Director no longer meets the qualification (section 2 (B)),
3. The Director ceases to discharge the duties of the office for the period of three consecutive regular meetings per year, except when prevented by sickness,
4. Failure to complete and submit the required financial interest disclosure forms to the County Clerk's office by the specified due date,
5. Failure to maintain Ethics Training Certification.

E. Resignations of Directors:

Any Director or alternate may resign, at any given time from the Board, by giving written notice to the T-S IRWMA Board of Directors and their respective member entity. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

F. Filling of Board Vacancies:

Within 90 days of a Board vacancy, the member entity of the vacant Director or alternate shall appoint a qualified replacement to fill the vacancy.

G. Attendance/Voting at Meetings:

Directors and alternates of the Board shall be required to attend and actively participate in all Board meetings. Directors and alternates shall notify the Administrator and/or Facilitator of anticipated absences from Board meetings prior to the meeting.

No legislative body shall take action by secret ballot, whether preliminary or final, pursuant to the Brown Act. No Director shall vote on any issue, motion, or resolution which directly or indirectly inures to his or her benefit financially, except that such Director may be counted in order to qualify a quorum. It is recommended that a Director with a conflict leave the board room during motion discussion and voting.

H. Dismissal of a Director:

A Director or alternate may be dismissed from the Board for any of the following reasons;

1. If a director is clearly and consistently in conflict with the duties/roles defined in these *By-Laws* the Director or alternate will be removed from the Board by a majority vote or given the opportunity to resign.
2. Three unexcused absences from regular Board meetings in one calendar year.
3. Failure to complete and/or comply with Ethics training as required by California Government Code.

I. Compensation of Directors:

Directors and alternates receive no compensation for their services. However, they shall be entitled to receive such reasonable reimbursement of expenses as may be determined by the Board. No director may hold any position for which he/she would receive compensation as a salaried officer or employee of the T-S IRWMA.

J. Inspection Rights of Directors:

Directors, alternates, and WAC members shall have the right, upon reasonable notice, to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the T-S IRWMA by appointment with the Administrator.

K. Board Training/Responsibilities

Each Director and alternate shall, upon appointment, receive a packet (digital, unless a hard copy is requested) of information to include the T-S IRWMA Joint Powers Authority Agreement, By-laws, WAC Charter, T-S IRWM Plan (digital), Brown Act regulations, and other pertinent tools necessary to successfully carry out their duties as a Director. Each Director and alternate shall familiarize themselves with the contents of such documents in order to perform their jobs in a responsible manner and such information shall be updated from time -to-time as necessary.

L. Director Roles and Responsibilities:

Each Director and alternate is appointed to serve on a multi-member board. Each Director and alternate shall have the following minimum responsibilities;

1. Attend regular board meetings,
2. Listen to, discuss, and vote on board motions to make decisions and take actions,
3. Assume duties and carry out tasks assigned by the chair, including duties associated with membership in committees,
4. Assist other board members as required,
5. Read the T-S IRWM Plan,
6. Be familiar with all T-S IRWMA programs,
7. Confer with own agency's WAC representative to stay apprised of WAC issues,
8. Be prepared to serve in one of the Board officer positions.

M. Conflict of Interest/Brown Act:

No Director, alternate, or other officer of the T-S IRWMA may hold any interest, directly or indirectly, in the sale of equipment, materials, or services to the Authority. If a Director or alternate finds that he/she is in a position of interest as stated above, he/she must abstain from all discussion and decisions on the subject of interest. Directors, alternates, and committee members must comply with the California Ralph M. Brown Act. The Board of Directors shall adopt and comply with a Conflict of Interest Policy regarding activities of the T-S IRWMA.

N. Ethics:

All Directors and alternates are required to complete Ethics Training as required by California Government Code, and to comply with all adopted T-S IRWMA Ethics and Conflict of Interest policies.

Section 3: Officers

A. Number and Titles:

Officers of the Board shall consist of a Chair, Vice Chair, and Secretary/Treasurer who each must be primary Directors. Other officers, their titles and duties, shall be determined as deemed advisable by the Board.

1. Chair: The Chair shall preside at meetings of the Board of Directors according to Roberts' Revised Rules of Order, and shall work with staff who serves the Board to submit such agendas, recommendations, and information at such meetings that are reasonable and for the conduct of business affairs and policies of the Board. The Chair is authorized to sign documents in the ordinary course of business.
2. Vice Chair: The Vice Chair shall perform the duties of the Chair in the absence of the Chair, and may assume other duties of the Chair if asked to do so by the Chair.
3. Secretary/Treasurer: is responsible for implementing all Board adopted financial policies, is authorized to sign documents in the ordinary course of business, and shall generally provide oversight for all financial responsibilities of the T-S IRWMA.

B. Appointment of Officers:

The officers shall be elected annually at the first quarterly Board meeting of each calendar year, or as soon thereafter as practicable, and shall each hold office for a term of one (1) year or until their successors are elected and qualified from the unelected Directors by appointment of the Board. An officer may serve successive terms of office.

C. Removal of Officers:

Any officer may resign upon written notice to the Board. Such resignation note shall contain an effective date or a condition precedent. Should the office of either Chair or Vice Chair become vacant, the Board shall elect a successor from among its unelected primary Directors at the next regular or special meeting, and the office shall be held for the unexpired term of office.

Sections 1 – 3: Adopted November 19, 2014 by the Board of Directors of the T-S IRWMA

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Section 4: Financial Provisions

A. Annual Budget:

The Board of Directors shall review and approve a budget prior to the end of the fiscal year. The fiscal year of the T-S IRWMA is July 1st through June 30th.

B. Authority Accounts:

Authority monies shall, by Board action, be kept either with the County of Tuolumne and/or an approved local banking institution. The location of Authority monies will be referred to as the Treasury.

C. Chart of Accounts

Income Accounts:

- Interest Income
- T-S IRWMA Administration T-
- S IRWMA Membership
- Grants

Expense Accounts:

- Administrative Services
- Contingency
- Travel
- Software Maintenance/Website
- Insurance
- Audit and Accounting
- Misc./Office Expenses
- Postage
- Professional Services
- Outside Attorney
- Expendable Equipment
- Grants

The above chart of accounts can be edited by the T-S IRWMA Administrator or Treasurer, when necessary, to best fit the needs of the Authority. Each account will be assigned a corresponding account number.

D. Cash Receipts and Deposit Policies

All income received by the Authority will be promptly deposited into the Treasury of the Authority by either the Administrator or Treasurer. All deposits will be detailed on a Deposit Permit Form and will include:

1. Account Number (Account to be Credited)
2. Amount
3. Date
4. Description
5. Signature Authorizing Deposit

E. Purchasing Authorization, Disbursements and Check Authorizations

All purchasing authorizations will be made by the Board of Directors. The Board has authorized at the May 21, 2014 Board Meeting to grant the Administrator the authority to authorize

purchases under five hundred dollars that either fall within the current budget or have been approved at a T-S IRWMA Board Meeting. All purchases over five hundred dollars must include two signatures, Claim Forms can be signed by the Administrator, Treasurer, or Board Chair. The Board of Directors can edit the purchasing authorizations when necessary to best fit the needs of the authority.

Purchases, disbursements, and checks will be detailed on a Claim Form and will include:

1. Claimant
2. Due Date
3. Description
4. Account Number
5. Amount
6. Signature(s) Authorizing Claim

F. Financial Records

The Administrator and/or Treasurer of the Authority will maintain accurate and up to date financial records. Financial records will be housed at the Authority office and made available to all members and the public upon request. The Authority's financial records will be organized by the Chart of Accounts for each Fiscal Year. Records for each transaction will include:

1. Deposit or Claim Form
2. Copy of Invoice, Statement or Receipt
3. Copy of Checks Deposited or Check Stub

The Administrator and/or Treasurer will maintain a spreadsheet recording the transactions of the Authority. Additionally, at each Board of Directors meeting, a written report will be provided to the Board detailing the balance of the Treasury and the transactions recorded since the last report.

G. Expenses Reimbursement Policies

Members of the Authority may request to have expenses reimbursed by the Board of Directors. Prior authorization of expenses to be reimbursed is required. Members must provide the following to the Administrator or Treasurer two weeks prior to the Board Meeting in order to be considered for reimbursement:

1. Description of the Expense
2. Receipts and/or Statements
3. Date
4. Amount

H. Contracts

The Board of Directors of the Authority may choose to enter into an agreement with a Consultant in order to acquire Administrative Services, those services can include the position of Administrator.

The Board of Directors of the Authority may choose to enter into agreements with Authority members to provide services which are related to the mission of the Authority. Contracts for Services will be administered by the Administrator and/or Treasurer and all transactions related to those contracts will be recorded in the Authority's financial records. Additional accounts may be added to the Chart of Accounts to better organize Contract Services.

Contracts and subcontracts of the Authority, once accepted, can be signed by either the Board Chair or Treasurer.

I. Audit and Financial Record Policy

The Treasurer and/or the Administrator of the Authority will coordinate and execute a contract for an audit of the Authority's financial records annually. The Authority will permanently store and maintain its financial records and audit reports. Audit reports will be made available to members and the public upon request.

J. Grant Contracts and Subcontracts

The Board of Directors of the Authority may choose to enter into grant contracts for either its own projects or projects of its members. Grant contracts will be reviewed by the Administrator, Treasurer and/or Board Chair prior to signing. Additionally, the Board of Directors may deem it necessary to have grant contracts reviewed by legal counsel prior to signing.

All grant contracts will be given separate income and expense account numbers in the Chart of Accounts. In addition, to recording all transactions in the Authority's financial records, the Administrator and/or the Treasurer will maintain a separate record of all grant expenses and reimbursements from the granting entity. The separate record will include a copy of all receipts, invoices, statements, and deposits, as well as any additional information that is required in the grant contract. Grant contract records will be permanently maintained and will be open to inspection by members and the public upon request.

The Board of Directors of the Authority may choose to enter into subcontracts for grant projects. All subcontracts will be given separate income and expense account numbers in the Chart of Accounts. Where applicable, a separate record of all income and expenses for subcontracts will be created and maintained. Subcontracts entered into by the Authority will include a section detailing the methods of invoicing and payment to be used by the parties of the contract. All records of subcontracts will be permanently maintained and will be open to inspection by members and the public upon request.

Section 4: Adopted April 15, 2015 by the Board of Directors of the T-S IRWMA

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Section 5: Conflict of Interest Policy

A. Conflict of Interest Code

The Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments of the Political Reform Act after public notice hearings. Therefore, the terms of 2 Cal. Code of Regs., Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with Section 5 of the T-S IRWMA By-Laws, in which officials and contractors are designated and disclosure responsibilities are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWMA).

B. Designations

The positions of Board Member, Alternate Board Member and Administrator have been designated as those positions subject to any provisions of the Conflict of Interest Code in that those positions are the only positions having substantial responsibility relative to the T-S IRWMA decision-making process or policy.

C. Filing Office

Designated positions shall file their Statements of Economic Interests (Form 700) with the T-S IRWMA which shall make the statements available for public inspection and reproductions (Gov. Code 81008).

D. Disclosure Responsibility

The designated positions shall disclose, in their Statements of Economic Interests, all interests in real property in the State of California, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

E. Staff of the IRWMA will annually notice Board Members and Alternate Board Members of their responsibility to complete and submit to the IRWMA office the Statement of Economic Interest (Form 700). Staff of the IRWMA has no responsibility to facilitate submission of Form 700 on behalf of Board or Alternate Board Members.

Section 5: Adopted April 15, 2015 by the Board of Directors of the T-S IRWMA

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Section 6: Membership in Good Standing

The Tuolumne-Stanislaus Integrated Regional Water Management Authority's Membership in Good Standing Guidelines are established to determine the eligibility of member entities for participation in Authority programs and agreements.

A. Membership in Good Standing for Board of Directors

In order for a member entity of the Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWMA) Board of Directors (Board) to be considered a member in good standing they must comply with the following conditions:

1. Each member entity of the T-S IRWMA will designate in writing a primary board member from among the elected officials of that party's governing body, where applicable.
2. Each member entity will designate in writing an alternate director, alternate directors can be an officer or employee of their respective member entity, but need not be an elected member of that party's respective governing body.
3. Member entities of the T-S IRWMA JPA are required to attend and actively participate in three of the last four Board meetings.
4. Directors and alternates shall notify the Administrator and/or Facilitator of anticipated absences from Board meetings prior to the meeting.
5. Directors and alternates are required to complete and file a Statement of Economic Interest (Form 700) annually, as well as when they are assuming and leaving office.
6. Directors and alternates are required to complete, submit, and keep current a certificate of Ethics Training. Proof of training is required within 60 days of appointment. Ethics training course is available online. <http://localethics.fppc.ca.gov/login.aspx>
7. Member entities of the T-S IRWMA will submit payment of financial contributions within 60 days of receipt of invoice.

Board members and alternates are expected to be fully briefed prior to each meeting.

Directors and alternates cannot take action on behalf of the entity that they represent unless they are in good standing.

B. Membership in Good Standing for Watershed Advisory Committee Members

In order for a Watershed Advisory Committee (WAC) member to be considered a member in good standing they must comply with the following conditions:

1. Complete membership form designating a member and alternate.
2. Formally commit to uphold the guidelines of the charter and accept the T-S IRWM Plan.
3. Attend at least 50% of the previous four WAC meetings or send an alternate.
4. Submit payment of financial contributions, when applicable, within 60 days of receipt of invoice.
5. Members and alternates are required to complete and submit proof of either Brown Act or Ethics Training within 60 days of appointment. . Ethics training course is available online. <http://localethics.fppc.ca.gov/login.aspx>

Members who are unable to meet attendance requirements will be deemed “inactive” and will not be consulted in their absence before decisions are finalized.

Member organizations which have been inactive for a period of six consecutive months will be notified that their organization has been deemed inactive. Inactive organizations will no longer be eligible to vote and will not be counted towards the quorum of the WAC. Organizations would need to take steps to completing (B) 1-5 in order to be restored as active members.

Members and alternates are expected to be fully briefed prior to each meeting and must be able to work without causing the group to revisit items previously considered.

Members and alternates of the WAC may not take action on behalf of the entity they represent unless they are in good standing.

C. Eligibility for Funding

Entities of the T-S IRWMA Board of Directors and Watershed Advisory Committee must be a member in good standing in order to be eligible to receive grant funding for their projects through the T-S IRWMA.

Members of the T-S IRWMA Board and WAC who are currently receiving grant funding or are monitoring the completion of their project must maintain membership in good standing in order to continue to receive funds.

If a member who is receiving grant funding is not in good standing with the T-S IRWMA the Board of Directors can withhold reimbursements until the member becomes compliant with Section 6 of the T-S IRMWA By-Laws.

D. Community Partner Support Contributor

A community partner will be recognized as a supporter of the mission and purpose of the Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWMA.) The financial contribution will be set by the Board of Directors of the Authority.

Partner will be invited to attend the monthly Water Advisory Committee (WAC) meetings.

Partner’s logo would be prominently displayed on the Tuolumne-Stanislaus Integrated Regional Water Management Authority website and listed in all news releases related to T-S IRWMA.

T-S IRWM Authority By-Laws

Section 7: Grant Proposal and Administration

The Tuolumne-Stanislaus Integrated Regional Water Management Authority's Grant Proposal and Administration Policy is established to guide the process of creating grant proposals on behalf of the Authority and for the administration of grant contracts.

A. Project Submittal Process

In order for a project to be considered for inclusion in a grant proposal opportunity it must be accepted into the T-S IRWM Plan. The process for inclusion in the plan is as follows:

- i. Interested project proponents must COMPLETE the T-S IRWM project submission form. Project submission forms that are incomplete may be dropped from consideration, project proponents will be notified if this occurs.
- ii. Proposed projects will then be scored and ranking based on the review of the Project Scoring Committee.
- iii. The proposed projects scores will be presented to the Watershed Advisory Committee (WAC) for recommendations and then submitted to the Authority Board of Directors for inclusion in the T-S IRWM Plan.

Note: Projects that are submitted for inclusion in the plan are not a part of the T-S IRWM Plan or grant proposal until they have been accepted by the Board of Directors.

Project may be submitted for consideration during the annual Call for Projects or during a special Call for Projects. The dates and deadlines of each Call for Projects will be set by the WAC.

B. Grant Proposal Process

The grant proposal process is as follows:

- a. When a funding opportunity becomes available the process of developing the proposal for that opportunity starts at the WAC.
- b. The WAC will discuss the criteria related to each opportunity and determine the timeline for reviewing projects for inclusion in a proposal.
- c. If there is sufficient time the WAC may decide to do a special Call for Projects for inclusion in the T-S IRWM Plan.
- d. After the timeline is established the WAC will ask for project proponents to present their project(s) for inclusion in the proposal.
- e. The WAC will then review the proposed projects against the funding opportunity criteria and develop a recommendation to be presented to the Board of Directors.
- f. The recommendation for the Board to review will include the following:
 - i. Projects to be included in the proposal,
 - ii. Proposed budget for the proposal,
 - iii. Timeline for proposal creation.
 - iv. Definition of a significant change. (For the projects within a proposal)
- g. The Board of Directors will review the WAC recommendation and determine the final proposal makeup, timeline, and definition of a significant change for the projects within the proposal

- h. The Board will then pass a resolution authorizing the proposal and approve contracts between the Authority and each project proponent outlining their participation in the grant proposal.
- i. Before any work begins on a project to be included in the grant proposal a signed copy of the contract must be submitted to the Authority.

In order to be equitable to each project proponent within a proposal the timelines set forth by the Board will be strictly enforced. If a project proponent is unable to meet the deadlines within the contract the project may be dropped from the proposal.

Once a proposal has been approved by the Board projects must fundamentally remain the same, any significant changes may result in the project being dropped from the proposal. The definition of a significant change will be approved by the Board upon the authorization of the grant proposal.

Project proponents must follow instructions and provide the necessary information within the templates provided by the Administrator, failure to do so may result in the project being dropped from the proposal.

Project proponents are permitted to contact the media regarding their projects, but are prohibited from commenting on the projects of other members.

C. Grant Administration

Once a proposal has been approved for funding by the granting agency or organization project proponents must work with the Administrator to provide the necessary information to complete the Grant Agreement. This process will be included in the grant proposal contract between the Authority and project proponents. Information to be provided by project proponents includes, but is not limited to:

- i. Detailed Scope of Work for each project,
- ii. Detailed Budget and Schedule for each project,
- iii. Copies of project Environmental Documentation and Permits,
- iv. Copies of project proponents Audited Financial Statements.

After the Grant Agreement has been signed by the Authority the grant administration process will be outlined in a Project Sponsor Agreement which will include, but is not limited to, the following provisions for each project proponent:

- b. To cooperate with the Authority as reasonably required to carry out the purposes of the Grant Agreement.
- c. To complete all applicable Federal and State Environmental Documentation (if required) and obtain and continue in effect for the duration of the Grant Agreement all required governmental licenses and permits required for completion of the Project.
- d. To implement necessary work items for the Project as described in the Scope of Work.
- e. To provide the deliverables associated with the Project as described in the Schedule.

- f. To invoice the Authority for the above referenced services in accordance with the Grant Agreement requirements.
- g. To comply with all the provisions of the Grant Agreement inclusive of all provisions and requirements set forth in the Agreement, and associated Exhibits, when administrating, implementing, constructing, operating, maintaining and monitoring their Project.
- h. To furnish a Contract Administrator who will be responsible for assuring that the duties described in the Scope of Work and Schedule are carried out.

The Project Sponsor Agreement must be signed and submitted to the Authority before any invoices will be processed for a project proponent.

Grant contracting can potentially take a substantial amount of time. Although project proponents may begin incurring costs eligible for grant reimbursement prior to the execution of the Grant Agreement, project proponents will be responsible for covering all project costs, inclusive of grant administration services, until a grant contract is executed with the granting agency or organization and invoicing can begin.

A project proponent may request a change due to a change in circumstance, or if the granting agency requests, to fundamentally change or update their project during the grant contracting process. Proposed changes must be reviewed by the WAC prior to being submitted to the granting agency or organization. If the WAC determines that the change is significant it may recommend a review by the Board of Directors. This process may result in the need for special meetings of the WAC and Board of Directors.

Once a Grant Agreement is being implemented fundamental changes to a project within the Agreement must be review by the WAC prior to a request for an Amendment. If the WAC determines that the change is significant it may recommend a review by the Board of Directors. This process may result in the need for special meetings of the WAC and Board of Directors.

The cost for holding special meetings of the WAC and Board in order to review proposed changes to projects during either the contracting process or Grant Agreement implementation may be invoiced to the project proponents requesting the changes if they cannot be invoiced to the Grant Agreement.

Section 7: Adopted October 21, 2015 by the Board of Directors of the T-S IRWMA



Tuolumne-Stanislaus Integrated Regional Water Management Authority T-Stan IRWMA

Where is it?

The T-Stan IRWMA covers approximately 2,700 square miles and spans the entire western slope of the Sierra Nevada. The region encompasses the Upper Tuolumne & Upper Stanislaus Rivers and the Upper Rock Creek-French Camp Slough Watersheds. It includes all of Tuolumne County, the southern portion of Calaveras County, and southwestern Alpine County

How does it operate?

Organized through a Joint Powers Authority (JPA), the T-Stan IRWMA has paid staff who provide administrative and financial management, as well as, facilitation and process management. The T-Stan IRWMA is governed by a seven-member board of directors who also provide the majority of the funding for the operations of the IRWMA. Board decisions are informed by recommendations from the Watershed Advisory Committee consisting of representatives from approximately twenty-five organizations/agencies.

What is the focus of the T-Stan IRWMA?

The T-Stan IRWMA provides a forum for watershed conversations to include coordination and integration. The T-Stan IRWMA has broad participation from government entities, local water-related agencies, Tribes, and NGOs. The T-Stan IRWMA also helps coordinate and facilitate grant opportunities. In addition, there are specific issues of concern that are the focus of T-Stan IRWMA work. While this is not an exhaustive list, these are some of the issues the group is working to address:

- Efficient Use & Distribution of Water
- Increased Hydropower Generation
- More Reliable & Affordable Water Supplies
- Meeting Water Quality Needs to Include Addressing Aging Septic Systems
- Increased Coordination between Land Use Planning Entities & Water Agencies
- Resource Stewardship & Provision for Ecosystem Needs to Include Forest Management
- Improved Stormwater Capacity (Flood Management)
- Including Climate Change in Planning for Future Needs

For more information about the T-Stan IRWMA, visit our website at:

www.tstan-irwma.org or call Lindsay Mattos, Administrator, at 209-559-9066 or 209-984-0500.

RESOLUTION NO. 2019-5

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GROVELAND COMMUNITY SERVICES DISTRICT
APPROVING AMENDMENTS TO THE DISTRICT CONTRACTING
POLICY TO REMOVE FIXED DOLLAR AMOUNT BID LIMITS
AND APPROVE BY REFERENCE BIDDING LIMITS UNDER THE
UNIFORM CONSTRUCTION COST ACCOUNTING ACT AS
AMENDED**

WHEREAS, the District has elected to be subject to the Uniform Public Construction Cost Accounting Act, in accordance with the California Public Contract Code; and

WHEREAS, Due to continuous increases in the cost of public works construction, the state legislature regularly approves increases in the competitive bid limits, which affects the District's contracting practices; and

WHEREAS, existing District policy includes fixed dollar amount bid limits, which have been increased twice by the state legislature since adoption of the District policy in 2010; and

WHEREAS, the District desires to amend its purchasing policy to be consistent with bid limits contained in state law when it is amended.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve the amendments made to the District Purchasing/Contracting Policy as set forth herein; which shall be effective immediately.

408.3 Approval Limits for Purchase Orders (Revised 5/03/2012, 2/12/2019)

The General Manager has signing authority for all budgeted items and any unbudgeted items up to Ten Thousand Dollars (\$10,000). All unbudgeted items over Ten Thousand Dollars (\$10,000) must be approved by the Board of Directors. The General Manager may delegate limited signing and authorization responsibilities for budgeted items to department managers and supervisors. Department managers and supervisors have signing authority for up to One Thousand Dollars (\$1,000).

408.4 Contracting for Projects for New Construction, Alterations and Repairs; Contracting for Purchase of Materials, Supplies and Equipment Related to New Construction, Alterations, Maintenance or Repairs

The District has adopted the Uniform Public Construction Cost Accounting Act (hereinafter

“UPCCAA”) and its contracting policies for projects consisting of: 1) new construction, maintenance, alterations or repairs, and 2) the purchasing of materials, supplies and equipment related to new construction, alterations, maintenance or repairs.

- A. When contracting for projects consisting of new construction, maintenance, alteration or repairs, or the purchasing of materials, supplies and equipment related to such construction, when the cost of materials, supplies and labor will not exceed the bid limits established in the UPCCAA and Public Contract Code as amended from time to time, price competition is not required and the project or purchase may be performed by negotiated contract, by purchase order, or by the employees of the District by force account.
 - B. When contracting for projects consisting of new construction, maintenance, alteration or repairs, or the purchasing of materials, supplies and equipment related to such new construction, when the cost of materials, supplies and labor for the project is less than the bid limits established in the UPCCAA and Public Contract Code as amended from time to time, the project or purchase may be let to contract by informal bidding procedures specified in the District’s informal bidding ordinance adopted pursuant to the provisions of Public Contract Code 22034.
 - C. When the cost of materials, supplies and labor on the project, or the cost of purchase of materials, supplies and equipment related to such construction exceeds the bid limits established in the UPCCAA and Public Contract Code as amended from time to time, that project or purchase shall be let to contract by the formal bidding procedure specified in Public Contract Code Sections 22037, 22038 and 22039.
 - D. Notice of inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation in the jurisdiction of the District. It shall also be sent to all construction trade journals specified in Public Contract Code Section 22036 at least thirty (30) calendar days before the date for opening the bids.
 - E. Upon receiving such bids for projects for new construction, alterations and repairs, the District Board of Directors may:
 - 1. Accept the bid of the lowest responsible bidder;
 - 2. Reject all bids and re-advertise; or
 - 3. By four-fifths (4/5) vote declare that the project can be performed more economically by the employees of the District and elect to have the project done by force account.
-

- E. Upon receiving such bids for purchasing of materials, supplies and equipment related to such new construction, alterations or repairs, the District Board of Directors may:
 - 1. Accept the bid of the lowest responsible bidder;
 - 2. Reject all bids and re-advertise; or
 - 3. By four-fifths (4/5) vote elect to purchase the materials, supplies or equipment in the open market.

- F. If two or more bids are the same and the lowest, the District may accept the one it chooses. If no bids are received through the formal or informal procedure, the project may be performed by the employees of the District by force account, or by negotiated contract.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 12, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

TO: GCSB Board of Directors

FROM: Peter Kampa

DATE: February 12, 2019

SUBJECT: Item 4E: Adoption of a Resolution Approving Amendments to the District Contracting Policy to Remove Fixed Dollar Amount Bid Limits and Approve by Reference Bidding Limits Under the Uniform Construction Cost Accounting Act as Amended

RECOMMENDED ACTION

Staff recommends the following action:

I move to Adopt a Resolution Approving Amendments to the District Contracting Policy to Remove Fixed Dollar Amount Bid Limits and Approve by Reference Bidding Limits Under the Uniform Construction Cost Accounting Act as Amended

BACKGROUND

The District's current contracting policy lists specific dollar limits related to public works project bidding that are outdated, and updated regularly by the state legislature. It is proposed that the policy be amended to remove the specific amounts and insert language making reference to the bid limits as established by the legislature from time to time.

Attached is the existing language showing amendments in redline/strikeout. Also included is the draft resolution amending the policy with the final language included.

ATTACHEMENTS

1. Redline of existing policy
2. Draft resolution with final language of revised policy

408.3 Approval Limits for Purchase Orders (Revised 5/03/2012)

The General Manager has signing authority for all budgeted items and any unbudgeted items up to Ten Thousand Dollars (\$10,000). All unbudgeted items over Ten Thousand Dollars (\$10,000) must be approved by the Board of Directors. The General Manager may delegate limited signing and authorization responsibilities for budgeted items to department managers and supervisors. Department managers and supervisors have signing authority for up to One Thousand Dollars (\$1,000).

408.4 Contracting for Projects for New Construction, Alterations and Repairs; Contracting for Purchase of Materials, Supplies and Equipment Related to New Construction, Alterations, Maintenance or Repairs

The District has adopted the Uniform Public Construction Cost Accounting Act (hereinafter "UPCCAA") and its contracting policies for projects consisting of: 1) new construction, maintenance, alterations or repairs, and 2) the purchasing of materials, supplies and equipment related to new construction, alterations, maintenance or repairs.

- A. When contracting for projects consisting of new construction, maintenance, alteration or repairs, or the purchasing of materials, supplies and equipment related to such construction, when the cost of materials, supplies and labor will not exceed ~~the sum of Thirty Thousand Dollars (\$30,000.00)~~ the bid limits established in the UPCCAA and Public Contract Code as amended from time to time, price competition is not required and the project or purchase may be performed by negotiated contract, by purchase order, or by the employees of the District by force account.
- B. When contracting for projects consisting of new construction, maintenance, alteration or repairs, or the purchasing of materials, supplies and equipment related to such new construction, when the cost of materials, supplies and labor for the project is ~~One Hundred Twenty Five Thousand Dollars (\$125,000.00) or less~~ less than the bid limits established in the UPCCAA and Public Contract Code as amended from time to time, the project or purchase may be let to contract by informal bidding procedures specified in the District's informal bidding ordinance adopted pursuant to the provisions of Public Contract Code 22034.
- C. When the cost of materials, supplies and labor on the project, or the cost of purchase of materials, supplies and equipment related to such construction exceeds the bid limits established in the UPCCAA and Public Contract Code as amended from time to time ~~sum of One Hundred Twenty Five Thousand Dollars (\$125,000.00)~~, that project or purchase shall be let to contract by the formal bidding procedure specified in Public Contract Code Sections 22037, 22038 and 22039.

- D. Notice of inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation in the jurisdiction of the District. It shall also be mailed-sent to all construction trade journals specified in Public Contract Code Section 22036 at least thirty (30) calendar days before the date for opening the bids.
- E. Upon receiving such bids for projects for new construction, alterations and repairs, the District Board of Directors may:
1. Accept the bid of the lowest responsible bidder;
 2. Reject all bids and re-advertise; or
 3. By four-fifths (4/5) vote declare that the project can be performed more economically by the employees of the District and elect to have the project done by force account.
- E. Upon receiving such bids for purchasing of materials, supplies and equipment related to such new construction, alterations or repairs, the District Board of Directors may:
1. Accept the bid of the lowest responsible bidder;
 2. Reject all bids and re-advertise; or
 3. By four-fifths (4/5) vote elect to purchase the materials, supplies or equipment in the open market.
- F. If two or more bids are the same and the lowest, the District may accept the one it chooses. If no bids are received through the formal or informal procedure, the project may be performed by the employees of the District by force account, or by negotiated contract.

STAFF REPORT

AGENDA ITEM: Adopt Resolution No. 2019-4

MEETING DATE: February 12, 2019

PREPARED BY: Alfonso Manrique, District Engineer

RECOMMENDATION:

Board of Directors to adopt Resolution No. 2019-4 approving recertification the Groveland Community Services District's Sewer System Management Plan (SSMP) as required by the State of California Water Resources Control Board.

BACKGROUND:

SWRCB Order No. 2006-0003-DWQ (WDR) states that all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to develop and implement a system-specific SSMP.

The SSMP is intended to facilitate proper funding and management of a sanitary sewer system and include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, the SSMP contains a spill response plan that establishes standard procedures for immediate response to a Sewer System Overflow (SSO) in a manner designed to minimize water quality impacts and potential nuisance conditions.

As required by the WDR, the District prepared and adopted an SSMP on January 19, 2012. The WDR requires that the District conduct internal audits every two (2) years and updates every five (5) years. The agency's governing body (Board of Directors) must recertify the Updated SSMP (once every five years). Since initial certification in 2012, staff has made several changes and the updated SSMP incorporates those changes. The Updated SSMP also incorporates the results of the 2018 SSMP Audit. Due to the size of the SSMP, included herein is the Executive Summary only, and the full updated SSMP is available on the District website.

Since the last presentation of this item in January 2019, changes have been made to the Executive Summary to add the full state of program goals, and the goals and projects of the SSMP text have been updated, corrected and clarified. The Board's focus should be on the goals of the program, as these will be used daily in decisionmaking about the program's implementation.

DISCUSSION:

The Groveland Community Services District is required to comply with the State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The WDR requires that the District's Sewer System Management Plan (SSMP) be updated every five (5) years to include program changes.

The District has updated the 2012 SSMP to comply with the WDR and it must be approved by the Board of Directors prior to re-certification.

FISCAL IMPACT:

The adoption of Resolution No. 2019-4 has no Fiscal Impact in and of itself, however the full implementation of the SSMP as required by law comes at a cost of hundreds of thousands of dollars annually.

ATTACHMENTS:

1. Resolution No. 2019-4 titled: *“RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT RECERTIFYING THE SEWER SYSTEM MANAGEMENT PLAN AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003-STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS.”*
2. Executive Summary from SSMP

RESOLUTION NO. 2019-4

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT RECERTIFYING THE SEWER SYSTEM MANAGEMENT PLAN AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003-STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

WHEREAS, on May 2, 2006, the California State Water Resources Control Board adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems; and

WHEREAS, the purpose of the WDR is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows; and

WHEREAS, the WDR requires preparation of a Sewer System Management Plan (SSMP); and

WHEREAS, the SSMP is one of the required elements for WDR compliance; and

WHEREAS, the Groveland Community Services District prepared and adopted the District's SSMP on January 12, 2012; and

WHEREAS, the District is required to recertify the SSMP at five (5) year intervals; and

WHEREAS, staff has reviewed the SSMP and is recommending its recertification by the Board of Directors.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby finds that the Sewer System Management Plan updated by AM Consulting Engineers in accordance with the California State Water Resources Control Board Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and dated November 2018 is approved and re-certified.
3. The General Manager is hereby directed to implement and periodically update the approved Sewer System Management Plan as necessary to comply with current regulatory requirements and best
4. This Resolution is effective immediately upon adoption.

WHEREFORE, this resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 12, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President – Board of Directors

CERTIFICATION OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 12, 2019.

DATED: _____

GROVELAND COMMUNITY SERVICES DISTRICT



SEWER SYSTEM MANAGEMENT PLAN UPDATE

February 2019

Prepared by:



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ABBREVIATIONS

ARV	Air Relief Valve
BWF	Base Wastewater Flow
BMP	Best Management Practice
BOD	Biochemical Oxygen Demand
Cal EMA	California Emergency Management Agency
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
CPO	Chief Plant Operator
CWSRF	Clean Water State Revolving Fund
CCTV	Closed-Circuit Television
C&D	Collections and Distribution
CAD	Computer Automated Drafting
CMMS	Computerized Maintenance Management System
C&D	Collections and Distribution
ERP	Emergency Response Plan
FOG	Fats, Oils, and Grease
GWDR	General Waste Discharge Requirements
GPS	Global Positioning System
GCSD	Groveland Community Services District
I/I	Infiltration and Inflow
LS	Lift Station
LRO	Legally Responsible Official
MS4	Municipal Separate Storm Sewer System
MGD	Million Gallons per Day
MG/yr	Million Gallons per year
OSHA	Occupational Safety and Health Administration
OES	Office of Emergency Services
O&M	Operations and Maintenance

RWQCB	Regional Water Quality Control Board
SSOERP	Sanitary Sewer Overflow Emergency Response Plan
SSMP	Sewer System Management Plan
SSO	Sewer System Overflow
SSORP	Sanitary Sewer Overflow Response Plan
SERMA	Special District Risk Management Authority
SWRCB	State Water Resources Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	System Evaluation and Capacity Assurance Plan
TCEH	Tuolumne County Environmental Health
WWTP	Wastewater Treatment Plant
WDR	Waste Discharge Requirement

EXECUTIVE SUMMARY

The Groveland Community Services District (GCSD or District) is located on the western slope of the Sierra Nevada Mountains due east from San Francisco. GCSD is in Tuolumne County, 30 miles south of Sonora and 26 miles from the west entrance to Yosemite National Park. GCSD provides sewer service to the communities of Groveland, Big Oak Flat and Pine Mountain Lake.

GCSD provides sewer service to approximately 1,590 connections including residents and businesses. The District's sewer collection system consists of laterals, manholes, 35 miles of gravity mains, 7 miles of force mains and 16 lift stations. The collection system conveys wastewater to the District's Wastewater Treatment Plant (WWTP) located in north Groveland, west of Ferretti Rd. The District owns and operates the WWTP under WDRs No. 87-121. Wastewater is primarily domestic in origin. Treated effluent is discharged to one surface storage reservoir and disposed of on approximately 15 acres of spray fields.

The collection system within Big Oak Flats and Groveland consists of 241 connections. Wastewater from Big Oak Flat flows by gravity to Lift Station 16, where it is pumped into a force main connecting to the gravity flow collection system in Groveland. This wastewater, along with wastewater from connections in Groveland, then flows by gravity to the WWTP. Additional collection system elements serve the Pine Mountain Lake area, which will also be evaluated in this study.

GCSD is required to comply with the State Water Resources Control Board (SWRCB), Order No. 2006-0003 DWQ, entitled "General Waste Discharge Requirements for Sanitary Sewer Systems" (General WDRs). AM Consulting Engineers has prepared this update to the District's Sewer System Management Plan (SSMP) to comply with the WDR.

Overview

This updated SSMP is organized according to the format indicated in the General WDRs, with eleven structured Sections. Each Section provides essential information describing the procedures, methods, operations, and maintenance tools employed by GCSD staff to provide required wastewater capacity and control Sanitary Sewer Overflows (SSOs). The information provided in these 11 Chapters is summarized below.

Section 1 – Goals: The General WDRs requires each participating agency to develop goals to properly fund, manage, operate, and maintain all parts of the sanitary sewer collection system owned and operated by the District in a manner that will lead to a reduction in SSOs.

The District's goal for the SSMP is as follows:

- Properly manage, operate, and maintain the sewer collection system.
- To maintain and improve the condition of the sewer collection system, minimize inflow and infiltration cost-effectively, provide adequate capacity for future growth
- Maintain current, adequate and appropriate technology to improve operation and maintenance efficiency and effectiveness
- Minimize the occurrence of Sanitary Sewer Overflows (SSOs).

- Respond to sanitary sewer overflows quickly and mitigate the impact of the overflow in a timely manner.
- Maintain a Fats, Oil and Grease (FOG) program to limit the amount of fats, oil and grease and other debris from entering the wastewater collection system.
- Meet all applicable regulatory notification and reporting requirements.
- Adopt Capital Improvement and Maintenance Plans, as well as budgets and rates that support their consistent implementation

Section 2 – Organization: The General WDRs requires each participating agency to designate a responsible individual for their agency. It also requires having the names and telephone numbers for the management and administrative positions responsible for implementing specific measures of the SSMP documented.

Figure 2-1 displays the District’s Organization Chart which identifies staff responsible for SSMP related activities. Table 2-1 contains the names, telephone numbers, and responsibilities GCSO staff based on the requirements of the WDR. The Operations Manager serves as the Legally Responsible Official in charge of implementing the SSMP. The Operations Manager is assisted by the General Manager, the District Engineer, and the Chief Plant Operator in carrying out the day-to-day tasks required to properly implement the SSMP.

Figure 2-2 shows the chain of communication for responding to all SSOs that occur within the District’s sewer collection system, including first receipt of notification that an SSO has occurred, field response, determination of the nature of the problem, formulation of appropriate steps to contain and rectify the SSO, reporting to proper authorities, safeguarding of the public health, and investigation of the cause of the SSO to reduce the risk of repeated events.

Section 3 – Legal Authority: The WDR requires that each public agency have the legal authority to implement the provisions of the SSMP. Section 3 cites the sewer collection system use ordinances that enables the District to:

- Prevent illicit discharges into the sanitary sewer system;
- Require proper design and construction of new and rehabilitated sewers and connections;
- Ensure access for maintenance, inspection, or repairs for all portions of lateral connections owned by the District;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages in the sanitary sewer system; and
- Enforce any violation of the District’s sewer ordinances.

Section 4 – Operations and Maintenance: This Section of the SSMP discusses the District’s documented performance measures and activities associated with the preventative maintenance performed on its sanitary sewer system. The following information is provided in Section 4:

- The District, through the District's Engineer, maintains a Computed Automated Drafting (CAD) map of the sanitary sewer collection system, which includes manholes, sewer pipelines, and pipe sizes. Copies of the sewer collection system maps are provided in Appendix B of this Report.
- The District's preventative operation and maintenance program consists of routinely scheduled cleaning of potential problem areas. The District's Collection and Distribution Operators and Contractors perform hydro-flushing activities on the entire collection system every five years, while problem areas are hydro-cleaned every six-months.
- There are 16 sewer lift stations that assist in the conveyance of raw wastewater to the WWTP. Lift stations are monitored by SCADA (Supervisory Control and Data Acquisition) 24 hours a day and inspected by the Collection and Distribution System Operators on a weekly basis.
- The District maintains an annual budget for the wastewater system that supports full implementation of this Plan. A copy of the 18/19 FY budget is presented in Appendix A.

Section 5 – Design and Performance Provisions: Proper design and installation of sewer system pipelines and appurtenances is one of the most important aspects in maintaining a functioning, problem-free sewer system. A properly designed and installed sewer system can minimize system deficiencies that could create or contribute to future overflows and reduce operation and maintenance requirements. The District Engineer is responsible for preparing the Standard Specifications and Standard Drawings which govern all sewer collection system projects within the District's service area.

Section 6 – Overflow Emergency Response Plan: All SSOs are reported on the State Water Resources Control Board (SWRCB) Sanitary Sewer Overflow eReporting Program (<http://ciwqs.waterboards.ca.gov/>) and are available to the general public. Section 6 details the District's Sanitary Sewer Overflow Emergency Response Plan (OERP).

Included in Section 6 are detailed steps taken by the District in response to every SSO. A list of agencies that must be notified of an SSO, including phone numbers, is provided in Table 6-1.

Section 7 – FOG Control Program: Fats, oils, and grease (FOG) are discharged to sanitary sewer systems by residential users, food handling facilities, and other commercial and industrial establishments. Commonly, FOG can cause pipe blockages leading to SSOs. The SWRCB requires each wastewater collection system agency to develop a FOG control program as part of the SSMP. The FOG control program includes the following:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan for the disposal of FOG generated within the sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, Best Management Practices (BMPs) requirements, record keeping and reporting requirements;

- Authority to inspect grease producing facilities, enforcement authorities, and inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified as a problem.

Section 8 – System Evaluation and Capacity Assurance Plan: Currently, the District owns its own WWTP that operates at an average daily flow of approximately 0.108 MGD. The District sewer collection system consists of 35 miles of gravity mains, 7 miles of force mains and 16 lift stations. Since the inception of the SWRCB SSO Reduction Program in 2007, the District has experienced and recorded 17 SSO incidents.

Section 9 – Monitoring, Measurements, and Program Modifications: In accordance with SWRCB requirements, each wastewater collection system agency shall monitor the effectiveness of the SSMP and update and modify SSMP chapters to keep them current, accurate, and available for audit, as appropriate. GCSD has developed a program for monitoring plan that will allow the effectiveness of the SSMP in reducing SSOs to be measured.

Section 10 - Program Audits: The SWRCB requirements state that each wastewater collection system agency shall conduct an audit of their SSMP at least every two years. GCSD has developed a program to audit the SSMP every year. Details of the auditing program are provided in Section 10.

Section 11 – Communication Program: The SWRCB requires that the District communicate, on a regular basis, with the public on the development, implementation, and performance of the SSMP. The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented.

The District will conduct public outreach and education for residents and businesses related to sanitary sewer overflows. The District will disseminate information, in meetings and/or by flyers, to land developers, and consulting engineers regarding the need and methods to reduce SSOs. Plumbers and sewer contractors will have access to all available GCSD plans, specifications, and standard details to ensure that projects are properly designed and built to the District Standards.

Definitions, Acronyms, and Abbreviations

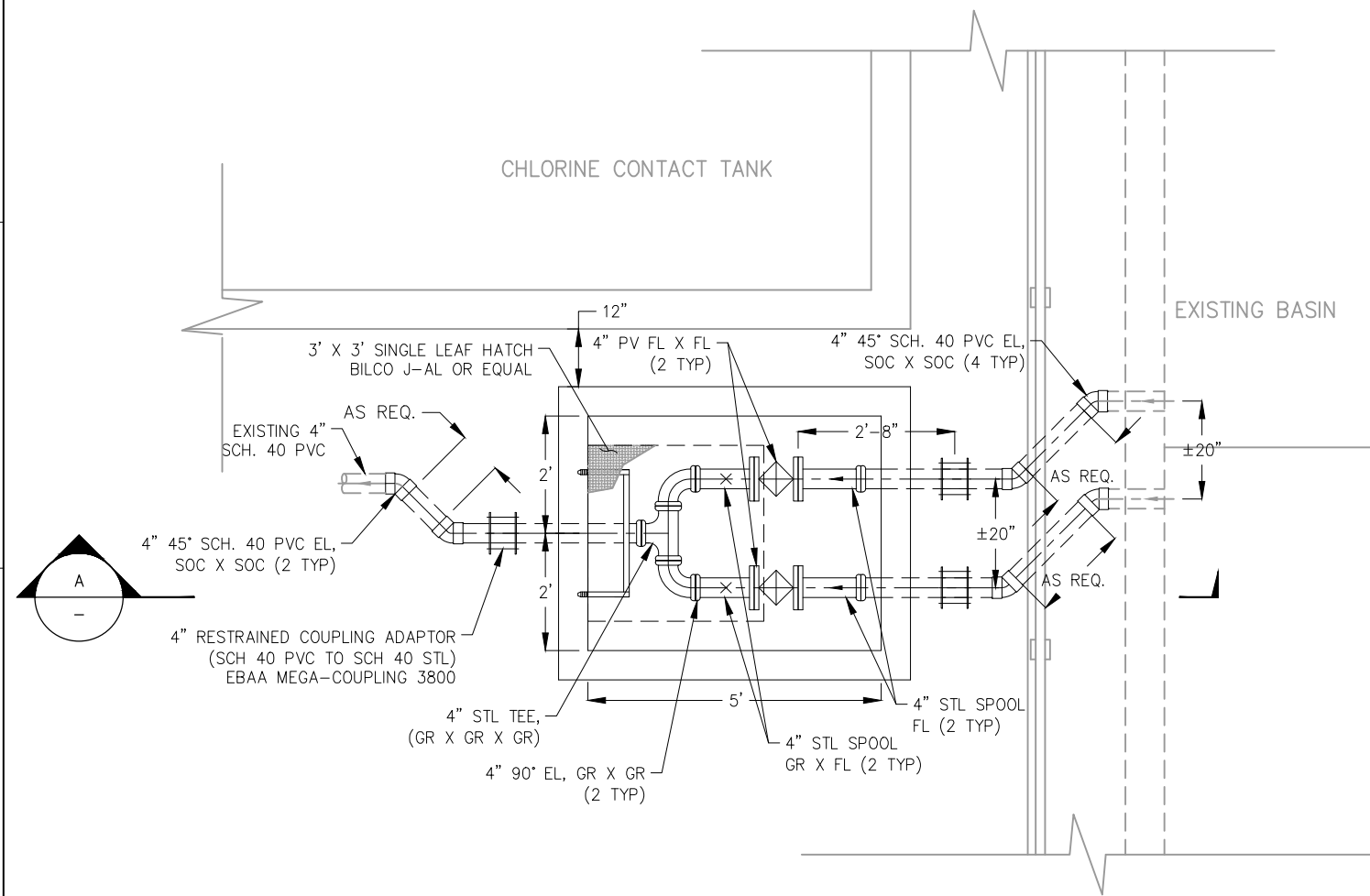
The following is a list of definitions, acronyms, and abbreviations that will be used throughout this SSMP:

- **Best Management Practices (BMP)** – Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.
- **Closed Circuit Television (CCTV)** – Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

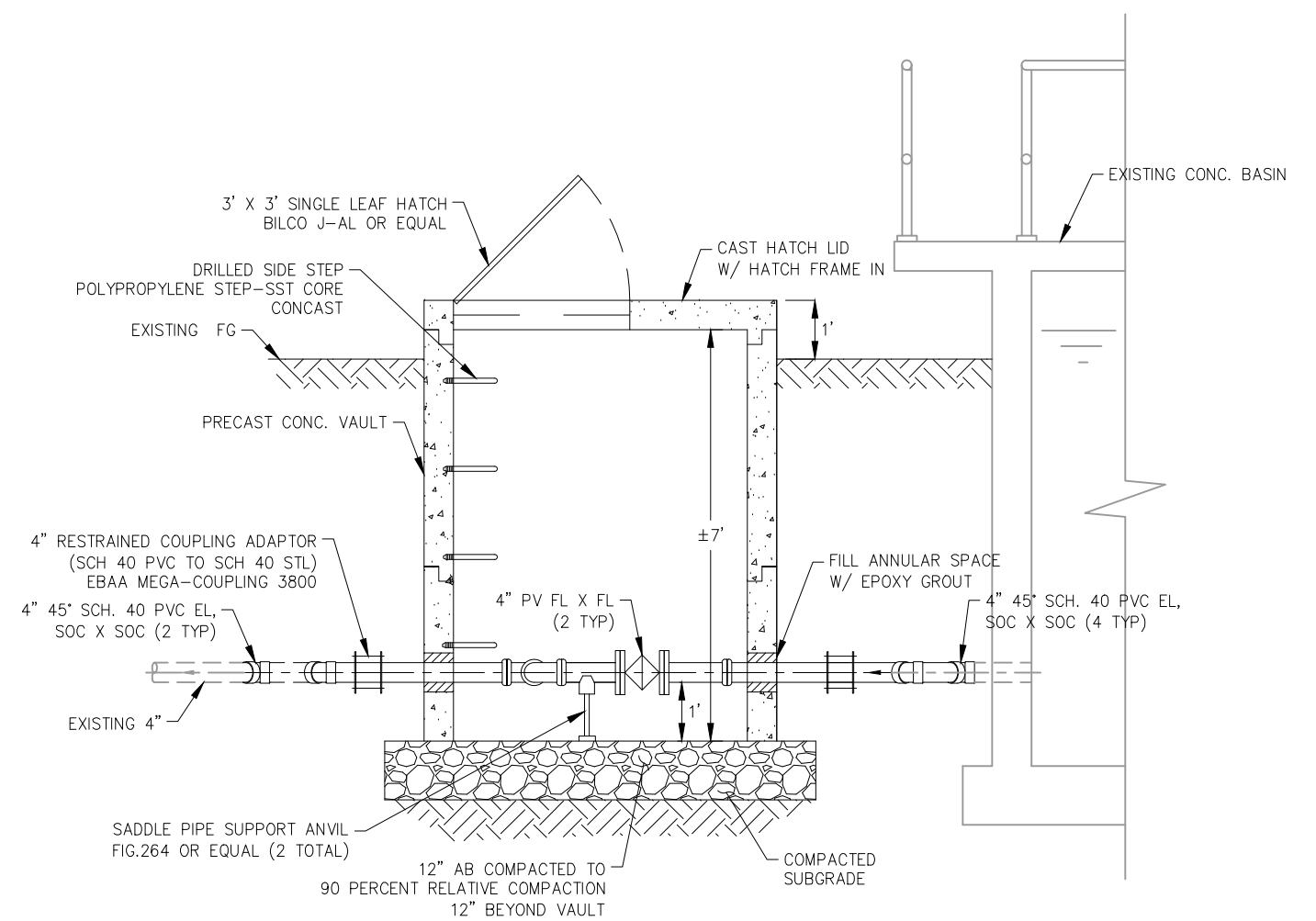
- **Fats, Oils, and Grease (FOG)** – Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.
- **General Waste Discharge Requirements (GWDR)** – Refers to the State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006.
- **Global Positioning System (GPS)** – Refers to the handheld unit that is recommended to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements.
- **Sanitary Sewer Overflows (SSOs)** – Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream of the wastewater treatment plant. SSOs are typically caused by blockages, pipe failure, pump station failure, or capacity limitation.

NOTE:

- 1- ALL STEEL PIPING & FITTINGS SHALL BE FUSION EPOXY LINED & COATED.
- 2- ALL PVC & STEEL PIPES ARE SCHEDULE 40.
- 4- CONTRACTOR SHALL VERIFY ALL DIMENSIONS & CONDITIONS RELATED TO EXISTING STRUCTURE & PIPES & MAKE MINOR ADJUSTMENTS AS REQUIRED.
- 5- ALL GROOVED JOINTS SHALL BE RESTRAINED: VICTALIC STYLE 107N



A PLAN
SCALE: 1:3

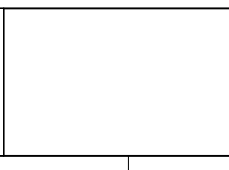
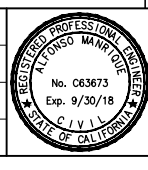


B SECTION
SCALE: 1:3

REV	DATE	DESCRIPTION	APPR
1			

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

DESIGNED BY AM	PROJECT ENGINEER ALFONSO MANRIQUE
DRAWN BY AM	REG NUMBER C63673
CHECKED BY AM	EXP DATE 10/22/18
DATE 1/16/2018	PROJECT NUMBER
	CADD STANDARDS



GROVELAND COMMUNITY SERVICES DISTRICT	
VALVE VAULT REPLACEMENT	

DRAWING C100-10
SHEET 1
OF 1 SHEETS

NJIRICH & SONS, INC
GENERAL ENGINEERING CONTRACTOR-A
LICENSE # 573731

19970 KELLY DRIVE, SONORA, CA. 95370
PHONE (209)-533-2268* FAX (209)-533-9076

Contract: 01312019

January 31, 2019

New Vault Estimate

Attention: Alfonso Manrique

Customer: Groveland Community Service District

Project Address: 18966 Ferriti Road, Groveland, CA 95321-0350

Agreement: We here by propose to supply manpower, material and equipment necessary to excavate and install items below.

Evaluation: To Install a new vault per plan design by AM Consulting, dated 1/16/2018.

ITEM DESCRIPTION	PRICE
1. Equipment Mobilization.	\$ 1250.00
2. Install New vault & Pipe/Fittings	\$ 34,250.00

CONDITIONS & EXCLUSIONS

Total \$35,500.00

1. Terms of payment, net upon completion.
2. Only one move-in is included for work listed above.
3. Work to commence on mutually agreeable start date.
4. Work to commence and continue unobstructed until complete.
5. Contract is based on estimated number of hours and quantities to complete project. If owner adjust quantities then price will adjust accordingly.
6. Construction access may distort & expose soil on original ground area. Contractor will mechanically finish grade disturbed area. If additional cleanup is requested by owner then additional charges will be added accordingly.
7. Estimate is based on being able to use GCSD yard for fill dirt as needed.

THE FOLLOWING ARE SPECIFICALLY EXCLUDED

Engineering, Permit, Fees, Inspections, Surveying, Construction Staking, Removal or Relocation of existing Utilities, Erosion Control Temporary or Permanent, SWPP Plan, NOI, Drilling & Blasting, Hydraulic or Pneumatic Rock Breakers, Cracking or Splitting Agents, Import of Soil, Export of Soil, Excavation of Unsuitable Materials, De-Watering, Drying or Stabilization of Onsite Soils, Removal of Hazardous, Contaminated Materials.

**This Contract, when accepted by Purchaser, constitutes
A binding contract between the parties hereto**

OWNER

Sign/Accepted _____
Owner/Firm

CONTRACTOR

Njirich & Sons Inc.

Owner

Print _____

Contractor/Authorized Agent

Scope of Work

Big Creek Pump Rehabilitation Project

Groveland Community Services District

Background:

Groveland Community Services District (GCS D) obtains most of its water supply from the Mountain Tunnel which is part of the Hetch Hetchy Aqueduct system. The Mountain Tunnel is 19 miles long and has a capacity of 660 cfs. GCS D pumps water from two vertical shafts tapped into the Mountain Tunnel designated as the Big Creek Station and the Second Garrotte Station. Each pumping station lift water from the Mountain Tunnel into a 2 MG clearwell. The pump stations are typically operated for approximately four to six hours in the morning (every day in the summer and every other day in the winter) to meet peak morning demands and to fill the reservoirs for the remainder of the day.

The Big Creek Station supplies approximately 80% of the water used by the District. Water is pumped from the tunnel that is located approximately 570 feet below the pump station. The pump consists of a 400 HP oil lubricated, variable frequency drive (VFD), 9 stage vertical turbine pump (VTP). The pump is capable of delivering approximately 1,300 to 1,400 gpm to the distribution system. The VTP is located in a locked shed that is within a fenced area. The pump discharge flow is split between two flow meters and then combines again prior to chemical injection. The treatment provided is disinfection and pH adjustment.

The production of the VTP at Big Creek has been decreasing over time, its efficiency is low as evidenced in two separate pump tests recently completed (see enclosed) and there is excessive vibration. GCS D would like to obtain quotes from qualified contractors to remove the VTP, conduct a thorough assessment and rehabilitate the VTP as needed.

General Requirements:

The contractor shall provide all labor, materials, equipment, and transportation necessary to remove, inspect, and rebuild as required and reinstall the Vertical Turbine Pump (VTP) at Big Creek.

The project will include all crane work and rigging to remove and install the VTP. Pumps shall be removed, inspected, repaired, and reinstalled. This is an active working pump station. All Cal-OSHA safety standards as well as other relevant federal, state, and local regulations shall be followed in regard to overhead crane work. The pump is located underneath power lines and attention shall be provided to ensuring the safe removal and installation of the pump.

The contractor, after given a Notice to Proceed, shall provide a workplan to GCS D within five (5) business days. Inspection of the station will be available prior to bid submittal.

GCS D is requesting services of a qualified and experienced firm to:

- ❖ Remove and transport the pump to contractor's facility
- ❖ Provide detailed inspection reports with parts lists, bid item numbers and labor rates.
- ❖ Repair the VTP.
- ❖ Reinstall pump and conduct a pump test to demonstrate flow, efficiency and vibration in compliance with the manufacturer's documentation.

- ❖ Provide 1 year warranty on all parts and service.
- ❖ Provide pricing on replacement and rehabilitation of each component.
- ❖ Provide pricing for labor for replacement and rehabilitation of each component.

Services for the pump inspection and rebuild shall include but not be limited to the following:

- ❖ Remove, disassemble, inspect and conduct a complete rebuild of Vertical Turbine Pump.
- ❖ Replacing all bushings and bearings.
- ❖ Replacing Bowl Assembly
- ❖ Replacing worn components (column section, bearings, shaft sections,...) as needed

General Requirements:

- ❖ All work must be performed during the winter pump shut down.
- ❖ All work must be performed in compliance with Cal OSHA standards.
- ❖ The successful bidder will submit a workplan for the pump removal and installation. All crane work must be performed in a manner constant with Cal OSHA standards and regulations for the pump lift and placement of equipment/tractor trailer on site.
- ❖ Detailed quotations must be provided by the vendor after an inspection is completed after disassembly the pump.

Bids should include labor rates for both rehabilitation of a component and price of replacement. Bids should include labor and material costs for the following:

- ❖ Inspection of Motor
- ❖ Discharge Head
- ❖ Stuffing Box Assembly
- ❖ Column Assembly
- ❖ Line Shaft Coupling
- ❖ Line Shaft
- ❖ Column Pipe
- ❖ Line shaft bearing
- ❖ Enclosing tube
- ❖ Spider
- ❖ Gasket, Column
- ❖ Impeller Shaft Coupling
- ❖ Impeller Shaft
- ❖ Impeller
- ❖ Suction Bell
- ❖ Reassembly of pump with new 304 stainless steel bolts and nuts

Supplier shall provide all necessary services, labor, tools, materials, equipment, vehicles, and instrumentation for this scope of services. These items of equipment are considered necessary items for a qualified bidder, and separate charges for use of these items in the course of the work, will not be paid by GCSD.

Fees will be paid on a lump sum price basis for services rendered under this scope of work in accordance with submitted price quotes. No additional compensation for travel and mileage to or from the pump station shall be billed.

Work performed by the Contractor under this scope of service could be subject to inspection and testing by GCSD. Any work found to be defective or unsatisfactory shall be repaired or replaced by the Contractor at the Contractor's expense.

Bid Form:

In response to this Request for Quotations (RFQ), the undersigned, as Bidder, declares that Bidder will contract with GCSD, to provide all necessary materials, and furnish the specified requirements in this RFQ, in the manner herein prescribed and at the prices stated in the following Bid Form:

Item	Description & Bid Item	Price
1	Pump Removal/Installation, and Transport to/from Contractor's facility	
2	Pump Disassembly and Inspection	
3	Preparation of detailed rehabilitation report	
4	Pump Installation, and Transport from Contractor's facility	
Total Base Price		
5	Unit cost for Replacement Components (as needed)	
6	Column Pipe	
7	Line Shaft	
8	Line Shaft Coupling	
9	Line Shaft Bearing	
10	Spider	
11	Bowl Assembly	
12	Strainer	
13	Motor	
14	Stuffing Box Assembly	



1650 Industrial Drive, Auburn, CA 95603
Cell (530) 305-3390 Office (530) 823-3241
jlane@aquasierra.com www.aquasierra.com
CA Contractors License A, C-10 474023
CA Small Business Certification #1162
DIR #15000003631

SCADA – AUTOMATION – RADIO TELEMETRY – MOTOR CONTROLS
DESIGN BUILD PUMP STATIONS – UL508 PANEL SHOP – FLOW STUDIES
PUMP CONTROLLERS – RADIO STUDIES – CHEMICAL FEED EQUIPMENT
SCADA MAINTENANCE – INSTRUMENT MAINTENANCE & CALIBRATIONS

Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321

Attention: Mr. Pete Kampa 209-962-7161 x24
CC: Mr. Luis Melchor 209-962-7161 x18

Subject: Proposal for SCADA System & Server Upgrade
Project: SCADA System & Server Upgrade

Proposal # QJ05855-1
January 28, 2019

Gentlemen,

Thank you for meeting with Jon and I to go over your SCADA system and server upgrade project. Based upon the RFP and the site visit we have put together a scope of work that will best fit your needs for today and for the future. We had Telstar transfer the RSLogix 5000 PLC programming software into your name, so it belongs to you now. We did not see a network backup in your server room and we always recommend them to our customers, so we added one to our proposal. The Factory Talk Server and Win911 software packages will be installed on a Virtual Machine running Microsoft Enterprise on the server. The Factory Talk View Client will be installed on the workstation. I have broken down our proposal as requested.

SCADA Workstation
(1) Dell OptiPlex 7060MT WorkStation

Mini-Tower, Windows 10 Pro 64, Microsoft Office Pro 2019, 16GB DDR4 RAM, 512GB SSD, DVD+/-RW Drive, Dual Video Card, Wireless Card, Network Card, Keyboard, Mouse, Ethernet Port, 24" Display, Dell 3 Year Next Day On-site Support

Workstation Subtotal \$3,043.58

Server Hardware and Software

(1) Dell PowerEdge R740 Rack Server

Dual Xeon Gold 5115 Processors, (2) 16GB RAM for a total of 64GB RAM, PERC H730 Raid Controller, (6) 600GB Drives, iDRAC 9 Enterprise Controller, Broadcom 1GB Card, Dual Power Supplies, Rail Mounting Kit, VMware ESXi 6.7 U2 OS, Dell 5 Year Next Day Onsite Support, Windows Enterprise OS

(2) Eaton 5PX 1500 Rack Mounted UPS

Server Subtotal \$16,871.44

SCADA Software & Hardware

(1) Allen Bradley 9701-VWSS100LENE Factory Talk View Standard Edition Server 100 Display with RSLinks ESD S/W

(1) Allen Bradley 9701-VWSCWAENE Factory Talk View Standard Edition Client ESD S/W

(1) Win911/Interactive Alarm Software

(1) Win911/TAPI/USB Modem

Software Subtotal \$17,662.18

Service Scope of Work

1. Setup and configure server with virtual machines and migrate existing servers over for virtualization.
2. Setup and configure server with Microsoft Enterprise and install Factory Talk View SE Server and Win911.
3. Setup and configure Synology network backup system.
4. Demo existing servers and UPS(s) and install new server and network backup.
5. Migrate existing SCADA software to the latest version of Factory Talk View SE
6. Migrate existing SCADA alarming software to the latest version.

Services Subtotal \$22,669.49

Proposal Total \$60,150.67

Items included

1. Shipping and handling
2. Sales tax

Items not included

1. Items not in our scope of work
2. Specialty insurance beyond our standard two million dollars coverage
3. Bonds, fees or permits
4. Prevailing wage rates

5. Underground work, trenching, back filling
6. Radio communications testing
7. Union requirements or signatories

Monthly Maintenance

1. Provide server and workstation operating system software updates and patches
2. Provide Office 2019 software updates and patches
3. Provide hardware and firmware updates and patches
4. Provide Firewall security software updates and patches.
5. Review Firewall security wall logs and make recommendations.

Maintenance Monthly Total \$1,130.67

Optional Network Backup Equipment

- (1) Synology DS918+ 4 Bay NAS
- (4) Western Digital 6TB Black Drives

Optional Backup Subtotal \$1,915.72

If you have any questions or would like for me to meet with you to go over this proposal for clarifications, please let me know.

Thank you,

Josh Lane
SCADA Sales Manager

The background of the slide is a close-up photograph of water splashing, creating a misty and dynamic scene with various shades of blue and white. The text is centered over this image.

Groveland CSD, CA
ASSET MANAGEMENT / WORK ORDER SOFTWARE
January 25, 2018



SEMS SOFTWARE

- Includes 1 Year Subscriptions to SEMS Software Suite
 - Includes SEMS Software Asset Management Suite
 - 1 Year of Technical Support, Maintenance, & Updates
- Includes 3 Systems / Departments
- Includes 7 Users
 - 2 Admin
 - 5 Mobile
- 2012 MS SQL Server Express Support (DBMS Included)

ASSET MANAGEMENT SOFTWARE IMPLEMENTATION SERVICES

Up to 64 Total Implementation Hours – Database Configuration

- Project Administration
 - Kickoff Meeting once project is approved
 - Status meetings once every two weeks during the life of the project
- Setup and Importation of Asset Information of System / Departments – Up to 29 Hours
 - Setup and Configuration of System Information
 - Setup and Configuration of System Information
 - Setup of up to 50 Staff
 - Setup of up to 250 Contacts / Vendors
 - Asset Information
 - Setup of up to 5,000 Non-GIS Assets
 - Setup of up to 500 Asset Types
 - Setup of up to 25 Maintenance Schedules Templates
 - Included Fields:
 - Maintenance Description
 - Interval
 - Procedure for Maintenance
 - Setup and Configuration of Work Order Management
 - Setup of up to 35 Work Order Types
 - Setup of up to 5 Departments
 - Setup of up to 5 Work Order Templates
- Asset Information Data Review and Validation – Up to 20 Hours
 - Includes up to 20 hours of asset data construction and/or cleansing, which is the process of creating, detecting, correcting, and/or removing of data provided by customer in preferred formats (Microsoft Excel, Word, or other database / software). The data is then modified into a consistent format, which will then be applied to SEMS templates for importing into customer's database.

- Setup and Configuration of Mobile – Work Order – Up to 10 Hours
 - Project Management
 - Setup of Mobile Account
 - Setup of form(s)
 - Dispatch
 - Field
 - Configure customized form to database

- Remote Installation of the SEMS Software and SEMS Server – Up to 5 Hours
 - Includes Installing and Setup of the SEMS Database Server
 - Includes Installing the Client software on (3) additional Clients
 - Includes Restoring the Completed Database
 - See Attached Hardware Requirement

TRAINING AND DEPLOYMENT SERVICES

Up to 10 Total Training and Deployment Hours

Our training and deployment of SEMS is conducted into two phases including initial onsite training and post-implementation and configuration. Our initial onsite training, we will go through a development of an agenda prior to training, which will outline the training topics based on the different user groups that will be attending. This agenda is designed to only cover the areas of SEMS that pertain to the particular user in a hands-on style of training. This means that the hardware for each particular user that will be used will need be available.

The user groups are broken down into the below areas, which all these classifications may or may not be applicable to Customer's needs. These will already be identified and/or modified during the implementation and configuration process of SEMS.

- On Site Training and Deployment – Three Phases
 - Phase I – Pre-Training
 - Create a customized training agenda
 - Identify User Groups / Roles
 - Super User
 - Management
 - Administration
 - Supervisor
 - Field / Operator
 - Phase II – Onsite Training
 - Phase III – Post Training Deployment & Assistance
 - Address follow-up items from training
 - Provide oversight / support with deployment

NOTES:

- *Additional scope / work, billed at our standard labor rate, can be requested and will require a change order*
- *Data Migration Services are NOT included*
- *Implementation assumes that internet access is available at installation site*
- *Files for SEMS Connect product(s) have specific format requirements if additional customization is required to utilize the file additional fees may require a change order*



SALES ORDER

5400 Laurel Springs Pkwy, Suite 1105
Suwanee, GA 30024

PHONE: 678-845-0243
FAX: 678-455-0034

Bill To:

Ship To:

Same

Date: 1/28/2019

Customer Groveland CSD, CA

Main Contact Luis Melchor

Phone _____

Email _____

Account Manager: Kurtis Warne

New Customer	Current Customer
Payment Terms	
Payment due upon acceptance by either: Signed Sales Order or Customer provided PO	

Special Arrangements
Small System Discount applied

SEMS Software Subscription:	COST
<input checked="" type="checkbox"/> SEMS Software Suite™:	\$ 2,000.00
<input checked="" type="checkbox"/> Asset Management Component	
<input type="checkbox"/> Water Quality/Compliance Component	
<input type="checkbox"/> Backflow Component	
<u>3</u> Department/Systems (Includes 2 with Add'l @ \$500)	\$ 500.00
<u>7</u> Users	\$ 1,800.00
<u>2</u> Admin	
<u>5</u> Mobile	

SEMS Add-ons:	COST
<input type="checkbox"/> SEMS Analytics™	\$ -
<input type="checkbox"/> SEMS Mapping for GIS	\$ -
<input type="checkbox"/> ESRI ArcGIS Server Integration	\$ -
<input type="checkbox"/> ESRI ArcGIS Desktop Integration	\$ -
<input type="checkbox"/> SEMS Lab Connect™	\$ -
<input type="checkbox"/> SEMS SCADA Connect™	\$ -
<input type="checkbox"/> SEMS Fleet Connect™	\$ -
<input type="checkbox"/> SEMS Billing Connect™	\$ -

Implementation & Setup:	COST
<input checked="" type="checkbox"/> Asset Management Component (Up to <u>54</u> hrs)	\$ 8,100.00
<input type="checkbox"/> Quickstart Asset Management Component (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> Water Quality/Compliance Component (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> Backflow Component (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> SEMS Analytics™ (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> SEMS Mapping for GIS (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> ESRI GIS Desktop (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> ESRI ArcGIS Server (Up to <u> </u> hrs)	\$ -
<input type="checkbox"/> SEMS Connect™ (Lab, SCADA, Billing) (Up to <u> </u> hrs)	\$ -
<input checked="" type="checkbox"/> SEMS Mobile - Work Order (Up to <u>10</u> hrs)	\$ 1,500.00
<input type="checkbox"/> SEMS Mobile - Benchsheet (Up to <u> </u> hrs)	\$ -

Custom Programming:	COST
<input type="checkbox"/> Custom Programming (\$200 per hr)	\$ -

Training Services:	COST
<input type="checkbox"/> Onsite Discovery (per day) **	\$ -
<u>2</u> Onsite Training (per day) **	\$ 5,000.00
<input type="checkbox"/> Onsite Follow Up/Refresher Training (per day) **	\$ -
<input checked="" type="checkbox"/> Post-Implementation & Training (Up to <u>10</u> hrs)	\$ 1,500.00
<input checked="" type="checkbox"/> Monthly Webinar Training & Library	\$ 495.00
<input type="checkbox"/> Remote Webinar Training Session (\$300 per session)	\$ -

Total (Includes 1st Year Subscription): \$ **20,895.00**
Annual Subscription*: \$ **4,300.00**

Accepted By: _____ Date: _____

* 3 Year Annual Agreement, Billed annually, Includes: software maintenance, technical support, software upgrades/versions
**Travel expenses are included in provided price
Note: Sales order price only good for 30 days of date above.

TO: GCSB Board of Directors

FROM: Jennifer Flores

DATE: February 12, 2019

SUBJECT: Agenda Item 6 B: Adoption of a Resolution Approving Debt Management Policy

RECOMMENDED ACTION

Staff recommends the following action:

- 1. I move to approve adopting Resolution 2019-3 approving a Debt Management Policy*

BACKGROUND

Senate Bill 1029 (SB 1029), which became effective on January 1, 2017, amended California Government Code 8855 to add certain requirements related to the issuance and administration of debt by local agencies, including requiring the adoption of a debt policy meeting the requirements of California Government Code 8855. This impacts the District.

In connection with the issuance of new debt by the District, the District will need to submit to the California Debt and Investment Advisory Commission (CDIAC) a preliminary report of debt issuance describing the proposing debt to be issued. Part of the preliminary report of debt issuance is a certification that the applicable issuer has adopted a debt policy that meets the requirements of the new legislation.

In connection with the issuance of new debt by District, the District will need to submit to the California Debt and Investment Advisory Commission (CDIAC) a preliminary report of debt issuance which will include a certification that the District has adopted a debt policy that meets the requirements of the new legislation, which are found in California Government Code 8855. Adoption of the debt policies by the Board is required for compliance with the new legislation.

In accordance with Government Code 8855, a local debt policy must include all of the following:

- The purposes for which the debt proceeds may be used
- The types of debt that may be issued

- The relationship of the debt to and integration with the issuer's capital improvement program or budget, if applicable
- Policy goals related to the issuer's planning goals and objectives
- The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The contemplated debt management policy meets all of these requirements.

ATTACHMENTS

1. Resolution No. 2019-3

RESOLUTION NO. 2019-3

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GROVELAND COMMUNITY SERVICES DISTRICT
APPROVING A DEBT MANAGEMENT POLICY**

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

WHEREAS, Senate Bill 1029 (SB 1029), which became effective on January 1, 2017, amended California Government Code 8855 to add certain requirements related to the issuance and administration of debt by local agencies, including requiring the adoption of a debt policy meeting the requirements of California Government Code 8855; and

WHEREAS, the District desired to provide a policy which would meet the standard set forth by the California Government code which would determine the purposes for which debt proceeds may be used, the types of debts that may be used, The relationship of the debt to and integration with the District's capital, policy goals related to the District's planning goals and objectives and the internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use; and

WHEREAS, a Debt Management Policy has been developed and included herein:

This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District's sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District's credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

XXXX.1. Purposes For Which Debt May Be Issued

XXXX.1.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its taxpayers and/or ratepayers, as applicable.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

XXXX.1.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the District Board.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- The District estimates that sufficient revenues will be available to service the debt through its maturity.
- The District determines that the issuance of the debt will comply with the applicable state and federal law.

XXXX.1.2 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

XXXX.1.3 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

XXXX.2 Types of Debt - The following types of debt are allowable under this Debt Policy:

- General obligation bonds (GO Bonds)
 - Bond or grant anticipation notes (BANs)
 - Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
-

- Other revenue bonds and COPs
- Tax and revenue anticipation notes (TRANS)
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- Tax increment financing to the extent permitted under State law
- Refunding Obligations
- State Revolving Loan Funds
- Lines of Credit

XXXX.2.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

XXXX.3. Relationship of Debt to Capital Improvement Program and Budget

XXXX.3.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

XXXX.3.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

XXXX.3.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

XXXX.3.4 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

XXXX.3.5 The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

XXXX.4. Policy Goals Related to Planning Goals and Objectives

XXXX.4.1 The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to

implement policy decisions incorporated in the District's annual operations budget.

XXXX.4.2 It is a policy goal of the District to protect taxpayers, ratepayers (if applicable) and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

XXXX.4.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

XXXX.4.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

XXXX.5. Internal Control Procedures

XXXX.5.1

All issuances of debt must be approved by the Groveland Community Services District Board of Directors.

- The District General Manager is charged with oversight over all of the District's debt issuance and management activities.
- The District shall ensure that internal controls exist that ensure the proceeds of any debt issuance shall be directed to the use intended for that debt.
- The District shall establish internal control procedures to ensure that debt service payments are properly made.

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.
- Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- The District's investment policies as they relate to the use and investment of bond proceeds.

XXXX.5.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 12, 2019

SUBJECT: Agenda Item 6C: Approval of Revised and Updated Position Classifications for the Purpose of the Compensation Study Currently in Progress

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve the Revised and Updated Position Classifications for the Purpose of the Compensation Study Currently in Progress

BACKGROUND

The District has recently commissioned the preparation of an evaluation of the salary and benefits paid by similar districts, with the objective to determine mean salary and level of benefits provided. There are two main factors to ensure an “apples to apples” comparison when evaluating compensation:

1. The selection of appropriate “Comparator Agencies”. The Board in December 2018 approved the proposed list of comparator agencies proposed by our consultant, Koff and Associates.
2. The selection of appropriate position classifications to evaluate. GCSB is a small special district, but must comply with all of the same legal, accounting, administrative, regulatory, permit, water quality and related requirements as the largest districts in the state. There is no forgiveness by the state or courts for GCSB because of size, number of employees, budget constraints or community income or other factors if we do not provide adequate financial controls and accounting, comply with our water or wastewater treatment or sewage handling requirements. Considering this, above all else, we must have the right personnel performing the right duties.

At its January Regular meeting, the Board approved classification changes for the positions of Administrative Services Manager, Operations Manager, Accountant, and Administrative Services Technician I, II and III, as well as Field Operations Supervisor. Upon further review of the remaining position classifications, management has determined that the certification requirements for many district classifications were established in a manner that created confusion for employees attempting to advance, unattainable expectations for others, certification levels that were set too low for the state requirements and other factors that needed to be corrected.

Attached hereto is a list of the 10 “benchmarks” or positions to be evaluated by Koff and the current and revised certification requirements for specific positions. It is traditional at GCSB for the Board to take action to approve classification changes, and once approved, management will

begin implementation by drafting revised position descriptions for each job and classification in the District.

ATTACHMENTS:

1. 2019 Classifications and Benchmarks

**Compensation Study
February 2019**

GCSD PLANNED CLASSIFICATION MODIFICATION

C = Collections System Operator (Issued by CWEA) - Not required by state regulation
D = Water Distribution System Operator (Issued by CA State Water Board) - Required for system operation at Grade 1, Supervision at Grade 3
T = Water Treatment Plant Operator (Issued by the State Water Board) - Required at T1 to Operate, T2 to supervise
WWT - Wastewater Treatment Operator (Issued by the State Water Board) - Required for wastewater treatment plant operation at WWT1 minimum, WWT3 to supervise

Job Title	Groveland CSD Benchmarks	Current Required Certification	Planned Entry Level Required Certification
Admin Office Manager (now Administrative Services Manager)	x		
Finance Clerk (now Accountant)	x		
Administrative Services Technician I			
Administrative Services Technician II	x		
Administrative Services Technician III			
Operations and Maintenance Manager (now Operations Manager)	x	T2, D2, WWT1 by 18 months, WWT2 by 48 months, C3 on entry	WWT1, WT1, D1, C1
Operations and Maintenance Superintendent (now Field Operations Supervisor)	x	No current position	C3, D3, T2
Chief Plant Operator	x	T3, WWT3, D3 required	T3, WWT3, D3 required
Water/Wastewater Operator I			
Water/Wastewater Operator II	x	T3 and D3 required on entry, WWT3 by 24 months	T2, WWT2, D2 required
Water/Wastewater Operator III			
Collections and Distribution Lead	x	T2 by 12 months, D3 on entry, C3 by 24 months	T2, D3, C2 required
Collection and Distribution System Operator I			
Collection and Distribution System Operator II	x	C2 by 12 months, T1 by 18 months, D2 on entry	D2, C1 required
Collection and Distribution System Operator III			
Maintenance Mechanic I			
Maintenance Mechanic II	x	C1 and CWEA Mechanic II by 12 months, D1 (no timeline), Fire mechanic I&II by 36 months, Class B by 12 months, ASE Truck and Auto cert on entry	CWEA Maintenance Mechanic II and ASE Auto and Truck Tech certification; D1 required
Maintenance Mechanic III			
	10		

Backflow, Cross Connection, Traffic Control, Fire mechanic, Class A/B license, safety specialist certifications are not included in the Classifications for the purpose of the Salary evaluation, with certification pay being evaluated separately. From a functional perspective, these additional certifications will be assigned to classifications as required



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 12, 2019

SUBJECT: Agenda Item 6D: Discuss the Proposed Scheduling of a Public Workshop to Receive Input on Potential Park Improvements

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Schedule a Public Planning Workshop on _____ for the Purpose of Receiving Public Input on Park Facility Needs

BACKGROUND

The District park is aging and many of its fixtures are outdated. Some park assets are no longer used by the public to the extent they were when installed many years ago. The needs of the community are changing with regard to public park needs. The District's revenue source for park operation, maintenance and replacement is extremely limited. State grant funds are available in the near future to construct new, and renovate old park facilities.

Board President Kwiatkowski has recommended that the Board consider scheduling a Saturday public workshop in the near future to receive public input on community priorities for the park. The purpose of this agenda item is to determine if and when the workshop would be held, its location and other logistics to maximize public input and involvement.

ATTACHMENTS:

None



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: February 12, 2019

SUBJECT: Agenda Item 6E: Discuss the Proposed Scheduling of a Board Workshop to Review Fire Department Revenue and Expenses, Future Funding Needs and Options

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Schedule a Board Planning Workshop on _____ for the Purpose of Review of Fire Department Revenue and Expenses, Future Funding Needs and Options

BACKGROUND

The District Fire Department has for several years been adopting budgets where expenses are planned to significantly exceed available annual property tax revenue. In most years, due to state funding of the Amador Fire Station and savings on the Schedule A contract, the Department budget has ended the year with revenue over expense. Unfortunately times are changing. The Schedule A contract cost is increasing every year, in excess of the increase in property tax revenue. The Amador station is being funded by the District this fiscal year, so therefore our expenses will exceed revenue this year.

We currently do not have a funded equipment replacement program, and property tax revenue is flat. It is time for the Board to hold a workshop to hear from management and Fire Department personnel regarding the needs, revenue and expenses for the future, and to determine an appropriate course of action.

ATTACHMENTS:

None



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores

DATE: February 12, 2019

SUBJECT: Agenda Item 6 F: Schedule Revised April 2019 Regular Board Meeting Date due to Directors Attendance at SDLA Conference and Call a Special Meeting

RECOMMENDED ACTION

Staff recommends the following action:

- 1. Cancel regular meeting scheduled for April 9th and schedule special meeting.*

BACKGROUND

Board President Kwiatkowski and Vice President Mora are registered to attend the SDLA Conference in San Diego April 8th-10th and will not be available to attend the regularly scheduled meeting scheduled for April 9th. Due to this, it is being recommended that the Board cancel the regular meeting and schedule a special meeting in April.