

## GROVELAND ROTARY CLUB

P.O. Box 1393  
Groveland, CA 95321

May 3, 2016

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

Subject: Request to Rebuild Firewood Equipment Building

Gentlemen:

This letter is a request to allow Groveland Rotary Club to rebuild the storage shed on GCSD property and remove the old metal shed. This shed is used to store woodcutting and splitting equipment associated with the Firewood for the Needy program. Groveland Rotary Club, Groveland Evangelical Free Church, and GCSD have a partnership in this local humanitarian program. The church receives requests for free firewood from those in need in our community; this effort is part of the community food closet run by the church. GCSD has allowed the storage of logs delivered by local landscape contractors. Groveland Rotary cuts the logs into rounds and then splits the rounds into firewood. This wood is stored on pallets until a call comes for it, at which time, Groveland Rotary delivers it to the requesting party.

This partnership has been in place for over eight years. In the beginning, GCSD allowed Groveland Rotary Club to erect a small (7x8 foot) metal storage shed used to store its wood splitter and chainsaw. For this work, Groveland Rotary Club provides GCSD a certificate of insurance that names GCSD additionally insured. The existing metal storage building is showing its age and needs to be replaced. The contractor community has come together to provide labor and material to build a 10x10 foot wooden shed on a concrete pad.

We request that GCSD grant permission for this new professionally-built shed that is to be built next to the existing metal shed. The old metal shed will be disassembled and carried away by Rotary and its pad returned to natural condition.

Should you have questions, please call me at 962-5219.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rudy Manzo".

Rudy Manzo

President, Groveland Rotary Club

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## STAFF REPORT

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**TO:** JON STERLING, GENERAL MANAGER  
GROVELAND COMMUNITY SERVICES DISTRICT

**FROM:** ALFONSO MANRIQUE, PE, AM CONSULTING ENGINEERS, INC.

**SUBJECT:** LIFT STATION 16 REHABILITATION

**DATE:** 5/5/2016

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The purpose of this Staff Report is to summarize the bid process and bid results for the Lift Station 16 Rehabilitation Project.

In March 2016 GCSD solicited bids from qualified contractors to rehabilitate Lift Station 16 in Big Oak Flat. A pre-bid meeting was held at GCSD's office on March 31, 2016. Six contractors attended the pre-bid meeting and six contractors purchased plans and specifications to bid the project. On April 14, 2016 only one bidder submitted a bid. The only bidder was RTC. The base bid amount was \$311,541.20. The bid alternate No. 1 amount was \$32,664.00.

AM Consulting Engineers staff has reviewed the bid package submitted by RTC and contacted the references provided in the package. The bid package appears to be complete and contains all the required documentation. The references contacted provided good feedback about RTC. Therefore, staff recommends that the Lift Station 16 Rehabilitation Project be awarded to RTC for \$344,205.20 (base bid + bid alternate no. 1).

The Lift Station 16 project is being funded through an Integrated Regional Water Management Implementation Grant from the Department of Water Resources. The total grant amount is \$564,000. The bid amount to complete the rehabilitation improvement is within the budget allotted for this project.

**APPENDIX B -  
BIDDING PACKAGES**

Groveland Community Services District  
 Lift Station 16 Improvements  
 Bid Tabulation

ETC Construction  
 4.14.16  
 2:30pm

Bid Item No.	Item	Engineer's Estimate	Bidder #2	Bidder #3	Bidder #3
1	Mobilization	\$ 10,000	13,401.16		
2	Demolition	\$ 15,000	20,778.40		
3	Pump Refurbishment	\$ 8,000	9,511.50		
4	Lift Station Basement Improvements	\$ 75,000	58,255.30		
5	Painting and Coating	\$ 60,000	20,013.60		
6	Site Improvements	\$ 35,000	22,285.70		
7	Wet Well Improvements	\$ 25,000	41,697.70		
8	Force Main Improvements	\$ 55,000	55,790.60		
9	Electrical and Instrumentation	\$ 60,000	54,400.30		
		Total Base Bid	\$ 343,000	\$ 311,541.90	\$ -
Bid Alternative No. 1					
10	Site Repaving	\$ 30,000	32,604.10		
		Total Bid Alternative No. 1	\$ 30,000	\$ 32,604.10	\$ -

SECTION 004100  
BID FORM

ARTICLE 1 - BID RECIPIENT

1.01 The Bid is Submitted to: GROVELAND COMMUNITY SERVICES DISTRICT  
18966 FERRETTI RD  
GROVELAND, CA 95321

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS

2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitations those dealing with the dispositions of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 - BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>1</u>	<u>4/12/16</u> <i>LS</i>

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for

the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### **ARTICLE 4 - BIDDER'S CERTIFICATION**

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### **ARTICLE 5 - BASIS OF BID**

5.01 Bidder must bid all items in the base bid and the alternative deduct. Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

- L. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- M. Contractor's License or Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids.

**ARTICLE 8 - DEFINED TERMS**

8.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 - BID SUBMITTAL**

By my signature on this proposal I certify, under penalty of perjury under the laws of the state of California, that the foregoing questionnaire and statements of public contract code sections 10162, 10232 and 10285.1 are true and correct and that the bidder has complied with the requirements of section 8103 of the fair employment and housing commission regulations (chapter 5, title 2 of the California administrative code). By my signature on this proposal I further certify, under penalty of perjury under the laws of the state of California and the united states of America, that the noncollusion affidavit required by title 23 united states code, section 112 and public contract code section 7106; and the title 49 code of federal regulations, part 29 debarment and suspension certification are true and correct.

BIDDER: [Indicate correct name of bidding entity]

RTC Construction Management, Inc.

By:

[Signature] Lydia Friend

[Printed name] Lydia Friend

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature] Robert Friend

[Printed name] Robert Friend

Title: VP

Submittal Date: 4/13/14

Address for giving notices: 731 E. Yosemite Ave, B127

Merced, Ca 95340

Telephone Number: 805-538-9281

Fax Number: 510-350-9044

Contact Name and e-mail address: Robert Friend, Robert@rtccons.com

Bidder's License No.: Class A 984766

Bidder's DIR Registration No.: 1000009998

END OF SECTION

Item No.	Qty	Unit	Description	Bid Amount
1	1	LS	Mobilization	13,401.10
2	1	LS	Demolition	26,778.40
3	1	LS	Pump Refurbishment	9,511.50
4	1	LS	Lift Station Basement Improvements	58,255.30
5	1	LS	Painting and Coating	20,013.60
6	1	LS	Site Improvements	32,285.70
7	1	LS	Wet Well Improvements	41,092.70
8	1	LS	Force Main Improvements	55,796.60
9	1	LS	Electrical and Instrumentation	54,406.30
<b>Total Base Bid</b>				<b>311,541.20</b>
<b>Bid Alternate No. 1</b>				
10	1	LS	Site Repaving	32,664.10
<b>Total Bid Alternate No. 1</b>				<b>32,664.10</b>

Total Base Bid Price: Three Hundred eleven thousand five hundred (\$311,541.20)  
forty one dollars <sup>(use words)</sup> and twenty cents.

Total Bid Alternate No. 1 Price: Thirty two thousand six hundred (\$32,664.10)  
<sup>(use words)</sup> sixty four dollars and ten cents

#### ARTICLE 6 - TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

#### ARTICLE 7 - ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. Equal Opportunity Certification;
- D. Public Contract Code (Statements and Questionnaire);
- E. Worker's Compensation Certification;
- F. Non Collusion Affidavit;
- G. Debarment & Suspension Certification for Federal-Aid Contracts;
- H. Nonlobbying Certification;
- I. Disclosure of Lobbying Activities;
- J. Section 3 Bidders Forms;
- K. Required Bidder Qualification Statement with supporting data;



**SECTION 004200  
NONCOLLUSION AFFIDAVIT**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the Groveland Community Services District

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

END OF SECTION

SECTION 004300  
BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

**BIDDER (Name and Address):**

RTC CONSTRUCTION MANAGEMENT, INC.  
731 E. YOSEMITE AVENUE, SUITE B127  
MERCED, CA 95340

**SURETY (Name, and Address of Principal Place of Business):**

AMERICAN CONTRACTORS INDEMNITY COMPANY  
601 S. FIGUEROA STREET, SUITE 1600  
LOS ANGELES, CA 90017

**OWNER (Name and Address):**

GROVELAND COMMUNITY SERVICES DISTRICT  
18966 FERRETTI ROAD  
GROVELAND, CA 95321

**BID**

Bid Due Date: APRIL 14, 2016

Description (Project Name— Include Location): LIFT STATION 16 IMPROVEMENT PROJECT - GROVELAND, CA

**BOND**

Bond Number: BB2000917

Date: APRIL 12, 2016

Penal sum FORTY ONE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS \$ 41,500.00

(Words)

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

**BIDDER**

**SURETY**

RTC CONSTRUCTION MANAGEMENT, INC. (Seal)

AMERICAN CONTRACTORS INDEMNITY COMPANY (Seal)

Bidder's Name and Corporate Seal

Surety's Name and Corporate Seal

By:

Lydia Friend  
Signature

By:

Daren Eisman  
Signature (Attach Power of Attorney)

Lydia Friend  
Print Name

DAREN EISEMAN  
Print Name

President  
Title

ATTORNEY-IN-FACT  
Title

Attest:

[Signature]  
Signature

Attest:

[Signature]  
Signature

Title

Title

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
  - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2 All Bids are rejected by Owner, or
  - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

END OF SECTION

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF SACRAMENTO }

On 4-12-2016 before me, KATY TAYLOR Notary Public,  
Date (here insert name)

personally appeared DAREN EISEMAN

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who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature: [Handwritten Signature] (Seal)

### OPTIONAL INFORMATION

Description of Attached Document

Title or Type of Document: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Document Date: \_\_\_\_\_ Other: \_\_\_\_\_



American Contractors Indemnity Company  
601 S. Figueroa Street, Suite 1600, Los Angeles, California 90017

### POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That American Contractors Indemnity Company of the State of California, a California corporation, does hereby appoint,

**DAREN EISEMAN**

its true and lawful Attorney-in-Fact, with full authority to execute on its behalf bond number BB2000917, issued in the course of its business and to bind the Company thereby, in an amount not to exceed Four hundred fifteen thousand and 00/100 (\$415,000.00).

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the Board of Directors of AMERICAN CONTRACTORS INDEMNITY COMPANY at a meeting duly called and held on the 1<sup>st</sup> day of September, 2011.

*"Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

The Attorney-in-Fact named above may be an agent or a broker of the Company. The granting of this Power of Attorney is specific to this bond and does not indicate whether the Attorney-in-Fact is or is not an appointed agent of the Company.

IN WITNESS WHEREOF, American Contractors Indemnity Company has caused its seal to be affixed hereto and executed by its President on this 1<sup>st</sup> day of December 2014.

State of California  
County of Los Angeles SS:



AMERICAN CONTRACTORS INDEMNITY COMPANY  
By: Adam S. Pessin  
Adam S. Pessin, President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On this 1<sup>st</sup> day of December 2014, before me, Maria G. Rodriguez-Wong, a notary public, personally appeared Adam S. Pessin, President of American Contractors Indemnity Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of CALIFORNIA that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (seal)



I, Michael Chalekson, Assistant Secretary of American Contractors Indemnity Company, do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said Company as set forth above, are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of April, 2016.

Bond No. BB2000917  
Agency No. 7462



Michael Chalekson  
Michael Chalekson, Assistant Secretary

SECTION 004400  
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

(THE BIDDER'S EXECUTION ON THE SIGNATURE PORTION OF THIS PROPOSAL SHALL ALSO CONSTITUTE AN ENDORSEMENT AND EXECUTION OF THOSE CERTIFICATIONS WHICH ARE A PART OF THIS PROPOSAL)

The bidder RTC Construction Management, Inc., proposed subcontractor Pacific Metro Electric & National Coatings & Linings hereby certifies that he has  has not , participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

**Note:** The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

END OF SECTION

**SECTION 004410  
PUBLIC CONTRACT CODE**

**Public Contract Code Section 10285.1 Statement**

In conformance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder has \_\_\_\_\_, has not  been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or Federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

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**Public Contract Code Section 10162 Questionnaire**

In conformance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes \_\_\_\_\_ No

If the answer is yes, explain the circumstances in the following space.

**Public Contract Code 10232 Statement**

In conformance with Public Contract Code Section 10232, the Contractor, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

**Note:** The above Statement and Questionnaire are part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

END OF SECTION



**SECTION 004420  
DEBARMENT AND SUSPENSION CERTIFICATION**

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- ❖ is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- ❖ has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- ❖ does not have a proposed debarment pending; and
- ❖ has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

END OF SECTION

SECTION 004430  
NONLOBBYING CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- I. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- II. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

END OF SECTION

SECTION 004510  
QUALIFICATION STATEMENT

THE INFORMATION SUPPLIED IN THIS DOCUMENT IS CONFIDENTIAL TO THE EXTENT PERMITTED BY LAWS AND REGULATIONS

1. SUBMITTED BY:

Official Name of Firm:

RTC Construction Management, Inc.

Address:

731 E. Yosemite Ave, B127

Merced, Ca 95340

2. SUBMITTED TO:

Groveland Community Services District

3. SUBMITTED FOR:

Lift Station 16 Improvements

Owner:

Groveland Community Services District

Project Name:

Lift Station 16 Improvements

TYPE OF WORK:

Sanitary Sewer Lift Station

Rehabilitation

4. CONTRACTOR'S CONTACT INFORMATION

Contact Person:

Robert Friend

Title:

VP

Phone:

209-261-8814

Email:

Robert@rtcccons.com

5. AFFILIATED COMPANIES:

Name:

Address:

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6. TYPE OF ORGANIZATION:

SOLE PROPRIETORSHIP

Name of Owner:

Doing Business As:

Date of Organization:

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PARTNERSHIP

Date of Organization:

Type of Partnership:

Name of General Partner(s):

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CORPORATION

State of Organization:

Date of Organization:

Executive Officers:

- President:

- Vice President(s):

- Treasurer:

- Secretary:

CA

---

5/2013

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Lydia Friend

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Robert Friend

---

Robert Friend

---

Lydia Friend

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LIMITED LIABILITY COMPANY

State of Organization:

\_\_\_\_\_

Date of Organization:

\_\_\_\_\_

Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

JOINT VENTURE

State of Organization:

\_\_\_\_\_

Date of Organization:

\_\_\_\_\_

Form of Organization:

\_\_\_\_\_

Joint Venture Managing Partner

- Name:

\_\_\_\_\_

- Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Joint Venture Managing Partner

- Name:

\_\_\_\_\_

- Address:

\_\_\_\_\_

\_\_\_\_\_

Joint Venture Managing Partner

- Name:

\_\_\_\_\_

- Address:

\_\_\_\_\_

\_\_\_\_\_

**7. LICENSING**

Jurisdiction: California  
Type of License: CSLB Class A  
License Number: 984766 Exp 6/30/2017  
Jurisdiction: \_\_\_\_\_  
Type of License: \_\_\_\_\_  
License Number: \_\_\_\_\_

**8. CERTIFICATIONS**

CERTIFIED BY:

Disadvantage Business Enterprise: \_\_\_\_\_  
Minority Business Enterprise: \_\_\_\_\_  
Woman Owned Enterprise: \_\_\_\_\_  
Small Business Enterprise: 1755642  
Other ( \_\_\_\_\_ ): \_\_\_\_\_

**9. BONDING INFORMATION**

Bonding Company: American Contractors Indemnity Co.  
Address: 601 S. Figueroa St, Suite 1600  
Los Angeles, Ca 90017  
Bonding Agent: Gregg Franks - Sierra Surety Bonds  
Address: 2351 Sunset Blvd, Ste 170-617  
Rocklin, Ca 95765  
Contact Name: Gregg Franks  
Phone: 916-765-9474  
Aggregate Bonding Capacity: LM  
Available Bonding Capacity as of date of this submittal: 750K

**10. FINANCIAL INFORMATION**

Financial Institution: Chase

Address: 800 W Olive Ave  
Merced, Ca 95340  
Account Manager: Victoria  
Phone: 209-725-7810

INCLUDE AS AN ATTACHMENT AN AUDITED BALANCE SHEET FOR EACH OF THE LAST 3 YEARS

**11. CONSTRUCTION EXPERIENCE:**

Current Experience:

List on **Schedule A** all uncompleted projects currently under contract (If Joint Venture list each participant's projects separately).

Previous Experience:

List on **Schedule B** all projects completed within the last 5 Years (If Joint Venture list each participant's projects separately).

Has firm listed in Section 1 ever failed to complete a construction contract awarded to it?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

Has any Corporate Officer, Partner, Joint Venture participant or Proprietor ever failed to complete a construction contract awarded to them in their name or when acting as a principal of another entity?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

Are there any judgments, claims, disputes or litigation pending or outstanding involving the firm listed in Section 1 or any of its officers (or any of its partners if a partnership or any of the individual entities if a joint venture)?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

**12. SAFETY PROGRAM:**

Name of Contractor's Safety Officer: Robert Friend

Within 24 hours after submitting bids, include the following as attachments:

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) OSHA No. 300A Summary of Work Related Injuries and Illnesses for the past 5 years.

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all OSHA Citations & Notifications of Penalty (monetary or other) received within the last 5 years (indicate disposition as applicable) - IF NONE SO STATE.

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all safety citations or violations under any state all received within the last 5 years (indicate disposition as applicable) - IF NONE SO STATE.

Provide the following for the firm listed in Section V (and for each proposed Subcontractor furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) the following (attach additional sheets as necessary):

Workers' compensation Experience Modification Rate (EMR) for the last 5 years:

YEAR	<u>N/A</u>	EMR	<u>N/A</u>
YEAR		EMR	
YEAR		EMR	
YEAR		EMR	
YEAR		EMR	

Total Recordable Frequency Rate (TRFR) for the last 5 years:

YEAR	<u>N/A</u>	TRFR	<u>N/A</u>
YEAR		TRFR	
YEAR		TRFR	
YEAR		TRFR	
YEAR		TRFR	

Total number of man-hours worked for the last 5 Years:

YEAR	<u>2013</u>	TOTAL NUMBER OF MAN-HOURS	<u>2000</u>
YEAR	<u>2014</u>	TOTAL NUMBER OF MAN-HOURS	<u>2505</u>
YEAR	<u>2015</u>	TOTAL NUMBER OF MAN-HOURS	<u>4581</u>
YEAR	_____	TOTAL NUMBER OF MAN-HOURS	_____



YEAR \_\_\_\_\_  
\_\_\_\_\_

TOTAL NUMBER OF MAN-HOURS \_\_\_\_\_  
\_\_\_\_\_

Provide Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) Days Away From Work, Days of Restricted Work Activity or Job Transfer (DART) incidence rate for the particular industry or type of Work to be performed by Contractor and each of Contractor's proposed Subcontractors and Suppliers) for the last 5 years:

YEAR	<u>N/A</u>	DART	<u>N/A</u>
YEAR		DART	
YEAR		DART	
YEAR		DART	
YEAR		DART	

**13. EQUIPMENT:**

MAJOR EQUIPMENT:

List on **Schedule C** all pieces of major equipment available for use on Owner's Project.

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED HERewith, INCLUDING ANY ATTACHMENTS, IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME OF ORGANIZATION: RTC Construction Management, Inc

BY: Ayda Freund

TITLE: President

DATED: 4/13/16

NOTARY ATTEST: (see attached notary form)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC - STATE OF \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

REQUIRED ATTACHMENTS

1. Schedule A (Current Experience).
2. Schedule B (Previous Experience).
3. Schedule C (Major Equipment).
4. Audited balance sheet for each of the last 3 years for firm named in Section 1.
5. Evidence of authority for individuals listed in Section 7 to bind organization to an agreement.
6. Resumes of officers and key individuals (including Safety Officer) of firm named in Section 1.
7. Required safety program submittals listed in Section 13.
8. Additional items as pertinent.

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

**GOVERNMENT CODE § 8202**

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

Signature of Document Signer No. 1                      Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
 County of Merced

Subscribed and sworn to (or affirmed) before me  
 on this 13<sup>th</sup> day of April, 2016,  
 by Lydia Friend  
 (and (2) \_\_\_\_\_),  
 Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence  
 to be the person(s) who appeared before me.  
 Signature Kris Chinnock  
 Signature of Notary Public

Seal  
 Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

SCHEDULE A CURRENT EXPERIENCE

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Elk Grove - Florin Rd Wholesale Water meter Station	Name: County of Sacramento Address: 9700 Goethe Rd Telephone: 916-875-5296	Name: Jag Bains Company: County of Sac Telephone: 916-531-9220	4/2015	water meter station	97% complete	\$375K
Munger Farms	Name: Munger Farms Address: Roy Beyeler Telephone: 661-725-6458	Name: Company: Telephone:	1/2014	misc. civil work	75%	\$115K
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

SCHEDULE B PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Diablo Valley Pathway Lighting	Name: Diablo valley College Address: 321 Golf Club Rd Pleasant Hill, Ca Telephone: 209-606-9243	Name: Company: Telephone:	3/20/16	Pole Bases	100%	\$17K
Santa Clara valley Water District manhole Project	Name: Santa Clara valley water District Address: Telephone: 408-265-2603	Name: Tony Ndah Company: Telephone: 408-265-2607	8/2015	manway access for water trans main	100%	46K
Livermore Portables	Name: LVJUSD Address: Livermore, Ca Telephone: 925-606-3390	Name: Company: Telephone:	7/2015	Portable relocation	100%	70K
LVJUSD Water Leak	Name: LVJUSD Address: Livermore, Ca Telephone: 925-606-3390	Name: Jan Shipley Company: Telephone: 925-606-3390	9/2015		100%	13K
2014 Ceres Lift Station modification	Name: City of Ceres Address: 2220 magnolia Telephone: 209-538-5757	Name: Len Guillehe Company: Telephone: 209-538-5630	7/2014	wastewater pump	100%	400K
Security Gate Entrance Project	Name: Ca military Dept Address: 9800 Goetne Rd Telephone: 916-845-3000	Name: Pete Millan Company: Direct Project Telephone: 760-995-2966	1/2015		100%	125K
Carrizo Ranch Water Retention Development	Name: Michael Dennis Address: Telephone: 805-475-2074	Name: Company: Telephone:	6/2014		100%	25K

EJCDC® C-451, Qualifications Statement.

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SCHEDULE B PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Van de pol- Generator Upgrades	Name: David Atwater Address: 4895 S Airport Telephone: Stockton, CA	Name: Company: Telephone:	1/2014		100%	15K
Marble Palace- Electrical Upgrades	Name: Gil Rangel Address: 711 San Joaquin Telephone: Stockton, CA	Name: Gil Rangel Company: Telephone:	5/2014		100%	10K
Le Grand Pump Station Project	Name: SFPUC Address: Brian Roberts Telephone: 415-740-4381	Name: Company: Telephone:	2013	Wastewater Pump	100%	600K
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

SCHEDULE C - LIST OF MAJOR EQUIPMENT AVAILABLE

ITEM	PURCHASE DATE	CONDITION	ACQUIRED VALUE
1998 JD Backhoe 410E		good	35K
02 JD Backhoe 410G		good	35K
Kenworth Dumptruck		good	60K
Utility Trucks		good	75K
Bobcat		good	25K
Trailers		good	10K
JD mini excavator		good	40K

SECTION 004700  
CONTRACTORS CERTIFICATION REGARDING  
WORKERS' COMPENSATION INSURANCE

State of California

County of Merced

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder: RTC Construction management, Inc.

Signature: Lydia Friend

Name: Lydia Friend

Title: President

Date: 4/12/14

END OF SECTION







# CONTRACTORS STATE LICENSE BOARD



## Contractor's License Detail for License # 984766

**DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.**

CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.  
Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.  
Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.  
Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

Data current as of 4/13/2016 12:01:33 PM

### Business Information

R T C CONSTRUCTION MANAGEMENT INC  
dba O'BRIEN CONSTRUCTION

731 E YOSEMITE AVE STE B 127  
MERCED, CA 95340  
Business Phone Number:(805) 538-9281

Entity Corporation  
Issue Date 06/25/2013  
Expire Date 06/30/2017

### License Status

**This license is current and active.**

All information below should be reviewed.

### Classifications

A - GENERAL ENGINEERING CONTRACTOR

### Bonding Information

#### Contractor's Bond

This license filed a Contractor's Bond with WESCO INSURANCE COMPANY.  
Bond Number: 04WB029273  
Bond Amount: \$15,000  
Effective Date: 01/01/2016  
Contractor's Bond History

#### Bond of Qualifying Individual

The Responsible Managing Officer (RMO) ROBERT LEE FRIEND certified that he/she owns 10 percent or more of the voting stock/equity of the corporation. A bond of qualifying individual is not required.  
Effective Date: 06/25/2013

### Workers' Compensation

This license has workers compensation insurance with the STATE COMPENSATION INSURANCE FUND  
Policy Number:9107016  
Effective Date: 07/22/2014  
Expire Date: 07/22/2016

1:16 PM  
 04/12/16  
 Accrual Basis

**RTC Construction Management Inc.**  
**Balance Sheet**  
 As of December 31, 2015

	Dec 31, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Chase Checking 8572	71,505.71
CVCB Checking	33.24
<b>Total Checking/Savings</b>	<b>71,538.95</b>
Accounts Receivable	
Accounts Receivable	13,115.51
<b>Total Accounts Receivable</b>	<b>13,115.51</b>
Other Current Assets	
Employee Advance	177.95
<b>Total Other Current Assets</b>	<b>177.95</b>
<b>Total Current Assets</b>	<b>84,832.41</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-175,743.00
Equipment	96,093.62
Vehicles	90,839.00
<b>Total Fixed Assets</b>	<b>11,189.62</b>
<b>TOTAL ASSETS</b>	<b>96,022.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	5,176.88
<b>Total Accounts Payable</b>	<b>5,176.88</b>
Credit Cards	
Capital One Spark- Credit Card	1,169.63
Chase Credit Card 5425	605.71
<b>Total Credit Cards</b>	<b>1,775.34</b>
Other Current Liabilities	
Child Garnishment	69.00
CVCB- Line of Credit- 13570	50,000.00
Payroll Tax Liabilities	26,712.74
<b>Total Other Current Liabilities</b>	<b>76,781.74</b>
<b>Total Current Liabilities</b>	<b>83,733.96</b>
<b>Long Term Liabilities</b>	
CVCB Loan- 13567	43,674.79
Note Payable- 2012 Dodge	31,656.70
<b>Total Long Term Liabilities</b>	<b>75,331.49</b>
<b>Total Liabilities</b>	<b>159,065.45</b>
<b>Equity</b>	
Owners Draw/Investment	-20,265.00
Retained Earnings	-30,862.03
Net Income	-11,916.39
<b>Total Equity</b>	<b>-63,043.42</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>96,022.03</b>

1:16 PM  
04/12/16  
Accrual Basis

RTC Construction Management Inc.  
**Balance Sheet**  
As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Chase Checking 8572	26,297.54
Chase Savings 3106	50.00
CVCB Checking	155.87
Total Checking/Savings	<u>26,503.41</u>
Accounts Receivable	
Accounts Receivable	49,862.92
Total Accounts Receivable	<u>49,862.92</u>
Total Current Assets	76,366.33
Fixed Assets	
Accumulated Depreciation	-135,101.00
Equipment	76,525.00
Vehicles	79,239.00
Total Fixed Assets	<u>20,663.00</u>
<b>TOTAL ASSETS</b>	<u><u>97,029.33</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,293.96
Total Accounts Payable	<u>4,293.96</u>
Credit Cards	
Chase Credit Card 5425	1,498.10
Total Credit Cards	<u>1,498.10</u>
Other Current Liabilities	
CVCB- Line of Credit-13121	25,000.00
Payroll Tax Liabilities	8,706.38
Total Other Current Liabilities	<u>33,706.38</u>
Total Current Liabilities	39,498.44
Long Term Liabilities	
Fresno CDFI LOAN- 350-01-01	49,635.85
Note Payable- 2012 Dodge	38,757.07
Total Long Term Liabilities	<u>88,392.92</u>
Total Liabilities	127,891.36
Equity	
Retained Earnings	-37,499.71
Net Income	6,637.68
Total Equity	<u>-30,862.03</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>97,029.33</u></u>

9349 Edisto Way  
Elk Grove, CA 95758  
Mobile: 209-261-8814  
[robertfriend@gmail.com](mailto:robertfriend@gmail.com)  
[robert@rtccons.com](mailto:robert@rtccons.com)

## Robert Friend Jr.

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### Objective

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To be an integral part of a diverse team of individuals or organizations, whose commitment to ethics, innovation, excellence, and best practices are the driving force behind the daily activities and operations of the company or group.

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### Work Experience

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**2012-Present**      **RTC Construction Management, Inc.**      **Elk Grove, CA**

Vice President and Project Manager

- Responsible for the development of the company's potential contract/client identification process, procurements, and relationships.
- Performed and provided a variety of project management services in order to ensure the efficient, timely, and budgeted delivery of a variety of Civil construction contracts throughout the Northern California region
- Developed and delivered project estimate cost analysis reports and bid proposal packages utilizing our unique, cost effective, excel based estimating program for a variety of projects and clients throughout the region. Typical projects delivered to date have been \$5,000,000 and less.
- Directly involved with the development of all administrative aspects of the company. This has included but is not limited to the initiation and implementation of company procedures and policies in regards to the following: payroll systems (both standard & certified), document management, insurance, bonding, city-state-federal certifications, accounts payable & receivable, and others.

**2009-2013**      **Trinet Construction Inc.**      **San Francisco, CA**

Project Manager, Superintendent, and Estimator

- Performed the duties of superintendent, estimator, and assistant project manager for multiple projects ranging from \$200,000 to \$9,000,000 in value within the general engineering and general building fields.
- Actively managed projects of the following types: underground utility infrastructure installation and excavation, pipeline rehabilitation, site development, streetscape improvements, parks and recreation renovation, and transportation.
- Acted as contractor's representative in regards to project related discussions, meetings, and negotiations with Architects, Engineers, City Representatives, and Owners. This included the organization and preparation of all owner/design team required documents for project start up and project close out.

- Prepared bid packages for selected bidding opportunities. This includes material take-offs, vendor pricing, labor and equipment estimates, subcontractor selection, strategic methods and procedures, etc. These projects have included the following: underground utilities and infrastructure, pump/lift station buildings and structures, commercial buildings, streetscape restoration, and SF Parks and Recreation restoration.
- Daily duties included but not limited to the following: Project timeline and task scheduling, crew organization and management, subcontractor scheduling and management, QC/QA management, implementation of company safety policies and procedures, RFI's, composing, pricing, and issuing COR's/ PCO's, progress billings, design team and owner correspondence, and project submittal package preparation relating to project specifications and requirements.
- Completed projects with the following owners/entities: City of San Francisco Department of Public Works, San Francisco Public Utilities Commission, Port of San Francisco, San Francisco Unified School District, San Francisco Parks and Recreation Department, University of California at Santa Cruz, City of San Bruno, Transbay Joint Powers Authority, Turner Construction, Webcor Builders, and URS Corporation.

**2003-2008                      Mid Cal Pipeline and Utilities Inc.                      Merced, CA**  
 Superintendent, Foreman, and Lead Operator

- Managed and actively participated in the completion of various civil construction projects. These included the installation of sanitary sewer, water, storm, and dry utility pipeline and infrastructure projects.
- Specific project details included the following aspects: site development, streetscape improvements, jack and bore operations, pipe bursting, cast in place concrete pipe, sanitary sewer and storm water lift stations, cast in place structural concrete, open cut trench construction, directional drilling/boring, pipe rehabilitation, and above ground pipeline systems.
- Daily duties included crew organization and task scheduling, material procurement and scheduling, cost analysis and projection, implementation of effective and efficient field processes and techniques, overall field and project management, and implementation of safety practices and company policies
- Developed project schedule timelines and conducted weekly project status reviews and updates. Also provided corrective action alternatives based on the conditions of project reviews.
- Performed and completed projects for the following owners/entities: City of Merced, City of Turlock, City of Modesto, City of Stockton, City of Fresno, Merced County, Stanislaus County, Merced Irrigation District, Turlock Irrigation District, Merced Unified School District, University of California at Merced, and various private owners.
- Participated in the bidding process of several civil construction projects. Duties include material take offs, production estimates, vendor/supplier pricing, subcontractor evaluations, material pricing, and detailed project evaluation.
- Performed the duties of contractor's field representative and liaison to management. Provided information and participated in collaboration to compose RFI's, COR's, and project related documents.
- Daily duties included crew management and dispatch, material procurement, QC/QA activities, subcontractor supervision, project layout, oversight of general day to day field activities to ensure compliance with local codes and project specifications, implementation of company safety policies, and development of efficient company practices and procedures in order maximize production.

**1998-2003            Steve Keeton Construction Inc.            Bend, OR**  
Foreman, Carpenter, and Equipment Operator

- Participated in a variety of different civil construction projects. These included underground utility installation, site development, roadway construction, earth form dikes, excavation, and residential/commercial site development.
- Performed a variety of duties related to general building and ground up construction for high end custom residential homes and commercial office buildings
- Basic duties included crew management, interpretation of project specific plans and specifications, project layout, task scheduling, implementation of safety policies and practices

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## Education, Certifications, and Training

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**2000-2002    Central Oregon College/Oregon State University    Bend, OR**

- Completed 2 years while majoring in Civil Engineering
- Courses completed include: Calculus, Calculus based Physics, Strength of Materials, Dynamics, and all basic requirements.
- Currently pursuing a Bachelor's degree in Construction Management

### Industry Certificates and Training

- Completed EUCA's High Impact Foreman Training course
- Completed EUCA's PMCA course for Project Manager's
- Competent Person Trained
- Confined Space Trained
- OSHA HAZWOPER 40 Hr. Trained and Certified
- OSHA 30 Hr. Trained and Certified
- First Aid and AED Certified
- Proficient with Microsoft Office and Microsoft Project
- Experience with Primavera P6 systems and HCSS Heavy Bid Software
- Class A Operators License with endorsements
- Licensed and Bonded as a General Engineering A Contractor with the State of California's Contractor's State License Board. License #964009

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## Additional Information

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- Extensive experience operating various types of heavy equipment including the following: backhoes, front end loaders, excavators, dozers, motor graders, scrapers, forklifts, bobcats, and compaction devices
- Excellent communicator, both written and oral, with the ability to utilize these skills in a variety of different settings
- Self-starting, hardworking, and trustworthy with a consistently positive attitude
- Dedication to continued education, learning, and advancement within the industry
- Energetic and willing to accept new challenges

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## References

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**William Hickey**  
Trinet Construction Inc.  
San Francisco, CA  
*President*  
Phone: (415)740-9950

**Jan Shipley**  
Livermore Unified School  
District  
*Construction Contracts  
Manager*  
Livermore, CA  
Phone: (925)766-2111

**Jack Kelliher**  
Trinet Construction Inc.  
*Senior Project Manager*  
San Francisco, CA  
Phone: (415)740-4589

**Brian Roberts**  
San Francisco Public Utilities  
Commission  
*Resident Engineer*  
San Francisco, CA  
Phone: (415)740-4382

**Jefferey Inferrara**  
ICM Group, Inc.  
*President, PE*  
Folsom, CA  
Phone: (916)984-7726

**Tony Barela**  
San Juan Water District  
*Senior Engineer*  
Granite Bay, CA  
Phone: (916)791-6939



# LYDIA T. FRIEND

## OBJECTIVE

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To provide clear and directive leadership while developing an industry leading company within the construction industry.

## EXPERIENCE

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**2013-Present**     **RTC Construction Management, Inc.** Central Valley Area, CA

*President, Chief Executive Officer*

- Develop and implement marketing strategies for new contract identification and procurement
- Oversee and manage all administrative tasks and company staff
- Chief Officer in charge of developing and implementing company guidelines and policies for the company's standard operating procedures
- Review and analyze all existing staff performance and prospective new hires
- Produce and analyze company financial reports/statements and provide the company with direction based on financial assessments

**2011-2012**     **Tinetti Realty Group**     Merced, CA

*Contracts Coordinator & Agent*

- Performed competitive market analysis and matched perspective clients with available properties based on current market conditions and prospective buyers needs
- Developed new marketing strategies and implemented innovative marketing systems within the company which produced an increase in month by month company sales and overall revenue
- Provided oversight and management of close out and/or transfer of property documents between the property sellers, buyers, agents, and mortgage brokers
- Analyzed market trends and proactively pursued sales/contracts in developing markets in order to produce consistent and profitable sales records and performance

**2009-2011**     **Farmers Insurance**     Merced, CA

*Senior Producer & Contracts Coordinator*

- Developed, performed, and implemented new and improved marketing strategies in order to locate and identify new prospective clients which fit the company's customer profile
- Analyzed individual customers' needs and customized insurance policies to fit a variety of different clientele

- Increased company revenue/sales by 50% by increasing the company's customer base and clientele through marketing strategies and networking
- Analyzed the company's potential risks associated with potential insurance policies/claims and determined appropriate courses of action based on risk assessments

2006-2009      Cinta Aveda Institute      San Francisco, CA

*Senior Admissions Coordinator*

- Organized and presented institutional information to all new prospective students and/ or instructors this included all promotional information, communication, and institutional tours
- Developed, coordinated, and presented student aid packages in order to meet student financing requirements such as individual loans, grants, and installment packages
- Developed effective marketing systems in order to research, identify, and enroll new students required to meet or exceed monthly goals/projections
- Provided upper management with staff assements, evaluations, and recommendations of new or existing staff within the admissions department



RTC Construction Management, Inc. // License No. 964766  
 731 E. Yosemite Ave, B127 Merced, Ca 95340

**CORPORATE STOCK TRANSFER LEDGER**

Total Number of Corporate Shares Issued:		100									
Transaction No.	Date	Name of Shareholder	Number of Shares Held	Number of Shares Transferred	To Whom Transferred	Amount Paid	Percentage of Corporate Shares Transferred	Total Number of Shares Remaining	Approved By	Comments	
1	5/15/2013	RTC Construction Management, Inc.	100	51	Lydia Filand	\$51.00	51%	49			
2	5/16/2013	RTC Construction Management, Inc.	49	49	Robert Filand	\$49.00	49%	0			
3	1/25/2014	Robert Filand	49	34	RTC	\$34.00	34%	15			
4	1/25/2014	RTC Construction Management, Inc.	34	34	Lydia Filand	\$34.00	34%	0		Mrs. Lydia Filand retains 65% of corporate shares and ownership	
5							0%	0			
6							0%	0			
7							0%	0			
8							0%	0			
9							0%	0			
10							0%	0			
11							0%	0			
12							0%	0			
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31							0%	0			
32							0%	0			

# Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employers, former employers and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(g) <u>0</u>	(h) <u>0</u>	(i) <u>0</u>	(j) <u>0</u>

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(k) <u>0</u>	(l) <u>0</u>

### Injury and Illness Types

Total number of ...	(m)	(n)
(1) Injuries	<u>0</u>	<u>0</u>
(2) Skin disorders	<u>0</u>	<u>0</u>
(3) Respiratory conditions	<u>0</u>	<u>0</u>
(4) Poisonings	<u>0</u>	<u>0</u>
(5) Hearing loss	<u>0</u>	<u>0</u>
(6) All other illnesses	<u>0</u>	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington, DC 20503. Do not send this information to the Office.

**Establishment Information**

Your establishment name: PTC Construction  
 Street: 731 E. Yosemite Ave, B125  
 City: Merced State: Ca ZIP: 95340

Industry description (e.g., *Manufacture of motor truck trailers*): \_\_\_\_\_  
 Standard Industrial Classification (SIC), if known (e.g., 3715): \_\_\_\_\_  
 OR  
 North American Industrial Classification (NAICS), if known (e.g., 336212): \_\_\_\_\_

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees: 4  
 Total hours worked by all employees last year: 4581

**Sign here**

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Anda Freund, President  
 Title: President  
 Date: 01/21/16  
 Phone: 905 538-9281

# Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(g)	(h)	(i)	(j)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(k)	(l)

### Injury and Illness Types

Total number of...	(1) Injuries (M)	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

While reporting, furnish for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OSHA control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room H-3194, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed form to this office.

### Establishment Information

Your establishment name: RTC Construction Management, Inc.  
 Street: 731 E. Yosemite Ave, B127  
 City: Merced State: Ca ZIP: 95354 0

Industry description (e.g., Manufacturing of motor vehicle trailers)

Standard Industrial Classification (SIC), if known (e.g., 3715)

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees

3

Total hours worked by all employees last year

2565

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Augusta trend President  
 Company/Individual Name  
8051538-9281 Date: 01/8/2015  
 Title

**AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Staff

**DATE:** May 9, 2016

**SUBJECT:** Consider for Approval Resolution 3-16, A Resolution of the Board of Directors of Groveland Community Services District Approving Flow Meter Application Agreement

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**SUMMARY**

The District has been approached to participate in the local Dry Well Assistance Program administered by Self-Help Enterprises to assist Mariposa County Residents experiencing dry wells. On September 18, 2014, Governor Brown made funding available to provide water for drinking and sanitation purposes to households currently without running water. The terms of the agreement are the same as the current Board agreement with ATCAA for Tuolumne County residents.

If approved, water haulers would be required to fill out the 30 Day Temporary Flow Meter Application. The charges reflected within the application are the same as the District's current charges associated with flow meters.

**ATTACHMENTS**

1. Resolution 3-16
2. List of Participants

**RECOMMENDED ACTION**

**Approve Resolution 3-16, A Resolution of the Board of Directors of Groveland Community Services District Approving Flow Meter Application Agreement**

## RESOLUTION NO. 3-16

### RESOLUTION OF THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT APPROVING FLOW METER APPLICATION AGREEMENT.

**WHEREAS**, on January 17, 2014, and April 25, 2014, Governor Edmund G. Brown, Jr. proclaimed a State of Emergency and continuing State of Emergency throughout the State of California due to severe drought conditions; and

**WHEREAS**, many residents across the state who rely on domestic wells or very small water systems now live in homes that can no longer provide water for drinking or sanitation purposes due to declining ground water supplies resulting from the drought; and

**WHEREAS**, on September 18, 2014, the Governor made funding available to provide water for drinking and sanitation to households currently without running water (the "Program"); and

**WHEREAS**, the Program, administered by Self Help Enterprises (SHE), provides potable water to eligible households by installation of water tanks, use of existing tanks, routine water deliveries, or other means; and

**WHEREAS**, there is a need for temporary water in the Groveland area to supply water haulers servicing Program eligible households, and SHE desires access to GCSD water hydrants to temporarily fulfill those needs at the flow meter rates already approved by GCSD; and

**WHEREAS**, to facilitate the above service, a form *Temporary Flow Meter Application Agreement* attached as Exhibit A sets forth all the necessary data, rates and terms of use staff require to administer rental of GCSD flow meters and sales of water via hydrants; and

### **NOW THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE GROVELAND COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

**Section 1.** The District shall allow water haulers to provide temporary water to users who have dry domestic wells or low volume wells that do not meet health and sanitation needs as a result of drought as determined by SHE under the Program.

**Section 2.** That the water provided under this Resolution is temporary and shall not be considered a long term or permanent source of water by any water haulers or end users of water provided by them.

**Section 3.** The form *Temporary Flow Meter Application Agreement* attached as Exhibit A is hereby approved and adopted and shall be made available only to water haulers delivering water to users identified by SHE under the Program.

**Section 4.** The General Manager is hereby authorized and directed to carry out this Resolution and effective implementation of the form application agreement for the rental of water hydrant meters and sales of water via hydrants at the rates in effect at the time of the rental.

**Section 5.** The Board of Directors may repeal this Resolution at any time.

ADOPTED BY THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ON MAY 9, 2016, BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Robert Swan, President

ATTEST: \_\_\_\_\_  
Jennifer L. Flores, Board Secretary



Name	Address	City	ZIP Code
Pereira	9678 Texas Hill Rd	Coulterville	95311
Synkowitz / Kirk	6791 Dogtown Rd	Coulterville	95311
Maxon	10959 Smith Station Road	Groveland	95321
Drake	4771 Mary Harrison Mine Road	Coulterville	95311
Fairchild	9675 Manzanita Way	Coulterville	95311
Harley	11089 Dexter Rd	Coulterville	95311
White	9293 Merced Falls Road	La Grange	95329
Bauman	10701 Highway 49 North	Coulterville	95311
Scofield	5944 Old Greeley Hill Rd.	Coulterville	95311
Hiett / Ridenour	6562 Greeley Hill Rd	Coulterville	95311
Alvarez	9709 Wagner Rd	Coulterville	95311
Wilcox	5936 Sugar Pine Dr.	Coulterville	95311
Munn	10436 Priest Coulterville Road	Coulterville	95311
Phillips / Maxon	10951 Smith Station Road	Groveland	95310
Fox	10427 Priest Coulterville Rd	Coulterville	95311

## AGENDA SUBMITTAL

**To:** GCSD Board of Directors  
**From:** GCSD Staff  
**Date:** May 9, 2016  
**Subject:** Consider for Approval Appointing Lindsay Northrop as Interim Board Secretary

---

### Summary

Jennifer Flores, the District's current Board Secretary will be going out on maternity leave after May 9, 2016. In preparation for this, Ms. Flores has been training Administrative staff member, Lindsay Northrop on Board Secretary job duties. Assisting with Board Secretary duties is also part of Ms. Northrop's job description.

Ms. Northrop has been attending Board meetings regularly for the last several months performing minute taking and transcription. She has also attended CSDA's Board Secretary Foundations training class and has taken several Brown Act classes as well. It is recommended that the Board appoint Ms. Northrop as the Interim Board Secretary during the duration of Ms. Flores' absence.

### Recommended Action

**Approve appointing Lindsay Northrop as Interim Board Secretary for the duration of Ms. Flores' leave of absence.**



**California Special  
Districts Association**  
*Districts Stronger Together*

## MEMORANDUM

**DATE:** April 29, 2016

**TO:** California Special Districts Association (CSDA) Voting Members

**FROM:** Bill Nelson, CSDA Board President  
Neil McCormick, Chief Executive Officer

**SUBJECT:** Proposed CSDA Bylaws Updates

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The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

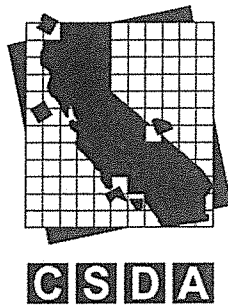
The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at [www.csda.net/bylaws](http://www.csda.net/bylaws).

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

**Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at [charlottel@csda.net](mailto:charlottel@csda.net) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**



# **BYLAWS**

## **California Special Districts Association**

### **Approved Bylaw Revision Dates:**

**Revised 1996**

**Revised 1999**

**Revised 2004**

**Revised October 1, 2009**

**Revised August 2, 2010**

**Revised August 1, 2011**

**Revised July 1, 2014**

Section 1. Committee Structure: .....	<del>20</del> 2016
Section 2. Committee Actions: .....	<del>20</del> 2016
Section 3. Committee Meetings: .....	<del>20</del> 2016
Section 4. Standing Committees: .....	<del>21</del> 2117
Section 5. Ad Hoc Committees: .....	<del>22</del> 2218
Section 6. Special Committee of the Board: .....	<del>22</del> 2218
ARTICLE VII – INDEMNIFICATION .....	<del>23</del> 2319
Section 1. Right of Indemnity: .....	<del>23</del> 2319
Section 2. Approval of Indemnity: .....	<del>23</del> 2319
Section 3. Insurance: .....	<del>23</del> 2319
Section 4. Liability: .....	<del>23</del> 2319
ARTICLE VIII – LOCAL <del>AFFILIATED</del> CHAPTERS.....	<del>24</del> 2420
Section 1. Purpose:.....	<del>24</del> 2420
Section 2. Organization:.....	<del>24</del> 2420
Section 3. Rules, Regulations and Meetings: .....	<del>24</del> 2420
Section 4. Financing of <del>Local-Affiliated</del> Chapters:.....	<del>24</del> 2420
Section 5. Legislative Program Participation:.....	<del>25</del> 2520
ARTICLE IX – AMENDMENTS TO THE BYLAWS.....	<del>26</del> 2621
Section 1. Amendment Proposals:.....	<del>26</del> 2621
Section 2. Amendment Membership Meeting: .....	<del>26</del> 2621
Section 3. Mailed <del>Written Bylaws</del> Amendment Ballot: .....	<del>26</del> 2621
Section 4. <del>Bylaws</del> Amendment Ratification:.....	<del>27</del> 2721
EXHIBIT A.....	<del>28</del> 2822

## ARTICLE II – MEMBERSHIP

### Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

#### **A. Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

#### **B. Associate Non-Voting Members:**

Associate members shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

#### **C. Business Affiliate Members:**

Business Affiliate members shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of

be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

## **Section 6. Membership Meetings:**

### **A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members.

~~Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

### **B. Special Meetings:**

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or ~~by a majority of at least a quorum of the members (25 members).~~ Written notice shall include all matters the Board of Directors intends to present for action and vote by the members. Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

~~Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.~~

### **C. Notice of Meetings:**

Whenever members are permitted to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of electronic transmission or electronic video screen communication to be utilized by and between CSDA and its members, if any, by which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

be mailed by first class mail, at least 45 days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.

**E. Majority Vote:**

A majority of votes cast or ballots received shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall not be allowed. Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters; and (2) the number of votes approving the action or proposal equals or exceeds a majority (50% plus one) of the regular voting members present and casting votes on the issue.

**F. Solicitation of Written Ballots from Members:**

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement (25 returned ballots); (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

**G. Return of Ballots:**

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication from regular voting members after the specified date shall not be counted and shall be invalid.

**H. Number of Votes Required for Approval:**

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting of members, i.e. 50% plus one of those participating members casting written ballots either electronically or by first class mail.



## ARTICLE III – DIRECTORS

### Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three directors elected from each of the six CSDA regions/networks. Directors elected from each of the six regions/networks shall hold staggered three year terms. The three directors serving a term of office from a region/network shall be elected from three different regular voting member agencies located in that region/network.

### Section 2 Term of Office:

Directors elected from each of the six regions/networks shall hold staggered three year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three years.

### Section 3. Nomination of Directors:

Nomination shall be by region/network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that region/network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each region's/network's qualified nominees will be submitted by mail or electronic ballot, to that region's/network's regular voting membership for election pursuant to Article III, Section 4

### Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the region/network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with staff, the regions/networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

#### A. Written Notice:

designated election date, which shall be at least 45 days prior to the Annual Conference. Written Ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential.

### **Section 5. Event of Tie:**

In the event of a tie vote, a supplemental mail-written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail-written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail-written ballots received after the designated date whether by first class mail or electronically shall will be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws until opened in the presence of the Committee chair or his/her designee.

In the event the supplemental mail-written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

### **Section 6. Director Vacancy:**

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

#### **A. Two or Three Vacant Seats in the Same Region/Network:**

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail-written ballot shall be prepared; listing all nominees for that region/network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each region/network shall be entitled to cast one vote for each open seat in that region/network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

#### **B. Vacancy Before Nomination Period**

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board.

**Section 8. Powers of Directors:**

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

Any Board meeting may be held by conference telephone, video screen communication or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

**Section 98. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 5. Duties of the Treasurer:**

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 6. Disbursement of Funds:**

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

**Section 7. Removal of Officers:**

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

#### **Section 4. Standing Committees:**

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

##### **A. Executive Committee:**

The Executive Committee shall consist of all officers of CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as President in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

##### **B. Professional Development Committee:**

The Professional Development Committee shall provide advice, feedback and general guidance for plan, organize and direct CSDA professional development programs and events.

##### **C. Election and Bylaws Committee:**

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

##### **D. Finance Corporation Committee:**

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by

## **ARTICLE VII – INDEMNIFICATION**

### **Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

### **Section 2. Approval of Indemnity:**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

### **Section 3. Insurance:**

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer's, director's, employee's, or agent's status as such.

### **Section 4. Liability:**

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

No part of CSDA's funds shall be used for the operation of the ~~local-affiliate chapters-affiliates~~. CSDA is not responsible for the debts, obligations, acts or omissions of the ~~local-affiliate~~ chapters.

**Section 5. Legislative Program Participation:**

~~Local-Affiliate~~ chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.



**Section 4. Bylaw Amendment Ratification:**

**A. Membership Meeting:**

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by a majority vote of all regular voting members present at a such membership meeting meets or exceeds the required, at which a quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting, as defined in Article 2, Section 5 of these Bylaws, of the members is present.

**B. Mailed or Electronic Ballot:**

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied, when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.



California Special  
Districts Association  
*Districts Stronger Together*

MAIL BALLOT FOR PROPOSED  
BYLAWS AMENDMENT

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### Shall the 2016 Proposed CSDA Bylaws Amendments be Adopted?

- Yes
- No

CSDA Member District Name: Groveland CSD

Authorized Signature: \_\_\_\_\_  
(GM or Board President)

View current CSDA Bylaws and proposed new bylaws at [csda.net/bylaws](http://csda.net/bylaws)  
Must be received by June 24, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814  
(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe,  
CSDA Executive Assistant at (977) 924-CSDA.) If approved, bylaws will become effective July 1, 2016.

**AGENDA SUBMITTAL**

**To:** GCSD Board of Directors  
**From:** GCSD Staff  
**Date:** May 9, 2016  
**Subject:** Consider for Approval Emergency Repair Cost for the Second Garrote Turbine Pump Motor

---

**Summary:**

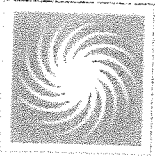
On March 14 2016 the Second Garrote Turbine failed to function and upon inspection the Turbine Pump Motor, windings were found damaged. The motor was removed by staff and taken to Don Pedro Pump Inc. for repair. The Motor was rewound, repaired and reinstalled on March 30<sup>th</sup> 2016. The cost for the repair will come from the Water Enterprise Fund Repair and Maintenance line item 050-200-71-150-00 that has an available balance of \$22,202.07.

**Attachment:**

1. Invoice from Don Pedro Pump

**Recommended Action**

Approve payment of \$10,799.98 to Don Pedro Pump Inc. for the repair of the Second Garrote Turbine Pump Motor



**Don Pedro Pump**  
 PO Box 1038

# Invoice

DATE	INVOICE #
4/16/2016	18597

**BILL TO**  
 Groveland Community Service District  
 Attn: Jon Sterling  
 PO Box 350  
 Groveland, CA 95321

TERMS	JOB #	16-0250
Net 30	P.O. #	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
3/28/2016	Repair 200 Hp VHS - Install			
3/28/2016	Rewind-Materials	1	3,720.00	3,720.00T
3/28/2016	Rewind-Labor	1	4,792.00	4,792.00
3/28/2016	6219ZZ Bearing	1	189.20	189.20T
3/28/2016	150 68 Oil - Qts	16	6.00	96.00T
3/28/2016	Sight Glass	2	55.00	110.00T
3/28/2016	S/G O-Ring	2	8.00	16.00T
3/30/2016	3/4 x 22 ft Rubber Tape	2	4.21	8.42T
3/30/2016	Yellow VC Tape	1	25.01	25.01T
3/28/2016	Hrs. Helper -Kent	2	69.00	138.00
3/30/2016	Hrs. Helper - Adan	7	69.00	483.00
3/30/2016	Truck #51 - Service Truck / Dodge Crane	7	45.00	315.00
3/30/2016	Hrs. Lead Man -Graham	7	85.00	595.00
	Tuolumne Co Sales Tax		7.50%	312.35

**RECEIVED**  
 APR 27 2016

BY:

Thank you for your business.

**Total** \$10,799.98

Budget to Actual

Groveland Community Services District

For 3rd Quarter ended Mar 31, 2016

Total - District-Wide	2015/16 Annual Budget	Year-to-date Actuals	Prior Year-to-date Actuals	Favorable (Unfavorable)	
				CY vs. PY	CY Actual Vs. CY Budget
				% Change vs. PY	
Fixed rates	\$ 2,343,750	\$ 1,737,132	\$ 1,719,702	1.0%	\$ (606,618)
Variable rates	768,480	546,414	573,834	-4.8%	(222,066)
Property taxes	991,900	581,749	547,796	6.2%	(410,151)
Other operating revenues	109,860	147,969	123,823	19.5%	38,109
<b>Total operating revenues</b>	<b>4,213,990</b>	<b>3,013,263</b>	<b>2,965,157</b>	<b>1.6%</b>	<b>(1,200,727)</b>
Salaries and benefits	(1,775,417)	(1,013,020)	(1,066,689)	5.0%	762,397
Cost of water	(184,000)	(119,639)	(92,428)	-29.4%	64,361
Utilities	(263,540)	(157,456)	(163,669)	3.8%	106,084
Legal	(67,500)	(23,516)	(17,902)	-31.4%	43,984
Cal Fire contract	(1,024,602)	(623,739)	(457,597)	-36.3%	400,863
Other operating expenses	(1,068,175)	(577,106)	(672,849)	14.2%	491,069
<b>Total operating expenses</b>	<b>(4,383,234)</b>	<b>(2,514,476)</b>	<b>(2,471,134)</b>	<b>-1.8%</b>	<b>1,868,758</b>
<b>Operating income</b>	<b>(169,244)</b>	<b>498,787</b>	<b>494,023</b>		<b>668,031</b>
<i>Efficiency</i>	\$ 1.04	\$ 0.83	\$ 0.83	-0.1%	\$ 0.21
Debt service collections	1,225,500	919,840	918,594	-0.1%	(305,660)
Debt service: Prin/Interest	(347,834)	(1,005,070)	(552,439)	-81.9%	(657,236)
Leases: prin+interest	(47,350)	(14,948)	(10,768)	-38.8%	32,402
Transfer to OPEB Trust	(175,200)	-	-	0.0%	175,200
Transfer to Pension	(129,200)	(77,240)	-		
Capital outlay (fixed assets)	(395,000)	(180,083)	(1,610,310)	-88.8%	214,917
Other nonoperating revenues	1,350	124,161	884,992	#DIV/0!	-
<b>Net profit (loss)</b>	<b>\$ (36,978)</b>	<b>\$ 265,447</b>	<b>\$ 124,090</b>	<b>-86.0%</b>	<b>122,811</b>
					<b>302,425</b>

**Budget to Actual**

**Groveland Community Services District**

For 3rd Quarter ended Mar 31, 2016

Water	2015/16 Annual		Year-to-date		Prior Year-to-	
	Budget	Actuals	Actuals	Actuals	date	Actuals
Fixed rates	\$ 1,280,560	\$ 940,993	\$ 922,866			
Variable rates	430,161	258,716	281,355			
Other operating revenues	76,310	45,692	48,911			
Total operating revenues	<u>1,787,031</u>	<u>1,245,400</u>	<u>1,253,132</u>			
Salaries	(567,871)	(304,399)	(304,618)			
Benefits	(310,768)	(224,187)	(237,526)			
Cost of water	(184,000)	(119,639)	(92,428)			
Utilities	(106,165)	(69,260)	(58,279)			
Legal	(35,500)	(13,138)	(8,773)			
Other operating expenses	(530,950)	(308,411)	(352,766)			
Total operating expenses	<u>(1,735,254)</u>	<u>(1,039,035)</u>	<u>(1,054,390)</u>			
Operating income	\$ 51,777	\$ 206,365	\$ 198,742			
<i>Efficiency</i>		<i>0.97</i>	<i>0.83</i>	<i>0.84</i>		
Debt service collections	815,500	612,091	611,294			
Debt service Prin/Interest	(237,149)	(684,393)	(233,900)			
Leases	(9,350)	(7,854)	(8,252)			
Transfer to OPEB Trust	(100,000)	-	-			
Transfer to Pension	(42,000)	(31,046)	(31,341,359)			
Capital outlay (fixed assets)	(208,000)	(128,541)	(1,341,359)			
Other nonoperating expenses	-	-	-			
Other nonoperating revenues	850	120,455	851,312			
Net profit (loss)	\$ 271,628	\$ 87,079	\$ 77,837			

**Water Fund Quarter Summary Notes**

**REVENUE**

The water variable is down 8% due to conservation efforts by the community. Other Operating Rev. had 14K written off for US Fire

**EXPENSES**

The cost of water is up 30% due to an increase in rates by SFPUC.

**NONOPERATING**

Other Non-Operating Revenue is down due to grant money received for 2G Filter Project.

**Operating Efficiency - Current Budget to Current Actual**

For Every \$1 received:	
Budgeted to spend:	\$ 0.97
Actually spent	0.83
Favorable (nonfavorable) Variance	\$ 0.14

**Operating Efficiency - Prior Compared to Current**

For Every \$1 received:	
Prior year Actual Spend	\$ 0.84
Current year Actual Spend	0.83
Favorable (nonfavorable) Variance	\$ 0.01

	Favorable (Unfavorable)		
	CY vs. PY	% Change CY vs. PY	CY Actual Vs. CY Budget
\$	18,127	2.0%	\$ (339,567)
	(22,639)	-8.0%	(171,445)
	(3,219)	-6.6%	(30,618)
	<u>(7,732)</u>	<u>-0.6%</u>	<u>(541,631)</u>
	219	0.1%	263,472
	13,339	5.6%	86,581
	(27,211)	-29.4%	64,361
	(10,981)	-18.8%	36,905
	(4,365)	-49.8%	22,362
	44,355	12.6%	222,539
	<u>15,355</u>	<u>1.5%</u>	<u>696,219</u>
	7,623		154,588
\$	0.01	0.8%	\$ 0.14
	797	-0.1%	(203,409)
	(450,493)	-192.6%	(447,244)
	398	4.8%	1,496
	-	100.0%	100,000
	1,212,818	90.4%	79,459
	-	0.0%	-
	(730,857)	85.9%	119,605
	<u>40,288</u>		<u>(195,503)</u>

**Budget to Actual**

**Groveland Community Services District**

For 3rd Quarter ended Mar 31, 2016

Sewer	2015/16 Annual	Year-to-date	Prior Year-to-
	Budget	Actuals	date Actuals
Fixed rates	\$ 1,063,190	\$ 796,138	\$ 796,836
Variable rates	338,319	287,698	292,479
Other operating revenues	31,050	16,277	24,974
<b>Total operating revenues</b>	<b>1,432,559</b>	<b>1,100,113</b>	<b>1,114,290</b>
Salaries	(546,776)	(258,662)	(251,035)
Benefits	(295,699)	(191,694)	(186,089)
Utilities	(110,975)	(62,460)	(79,822)
Legal	(25,000)	(10,378)	(7,309)
Other operating expenses	(434,350)	(210,212)	(249,240)
<b>Total operating expenses</b>	<b>(1,412,800)</b>	<b>(733,407)</b>	<b>(773,495)</b>
<b>Operating income</b>	<b>19,759</b>	<b>366,707</b>	<b>340,795</b>
<i>Efficiency</i>	\$ 0.99	\$ 0.67	\$ 0.69
Debt service collections	410,000	307,748	307,300
Debt service: Prin/Interest	(110,685)	(320,677)	(318,539)
Leases	(38,000)	(7,094)	(2,516)
Transfer to OPEB Trust	(75,000)	-	-
Transfer to Pension	(42,000)	(31,046)	-
Capital outlay (fixed assets)	(153,500)	(51,543)	(268,951)
Other nonoperating revenues	-	2,297	29,830
<b>Net profit (loss)</b>	<b>\$ 10,574</b>	<b>\$ 266,392</b>	<b>\$ 87,919</b>

	Favorable (Unfavorable)		
	CY vs. PY	% Change CY vs. PY	CY Actual Vs. CY Budget
\$	(698)	-0.1%	\$ (267,052)
	(4,781)	-1.6%	(50,621)
	(8,698)	-34.8%	(14,773)
	(14,177)	-1.3%	(332,446)
	(7,627)	-3.0%	288,114
	(5,605)	-3.0%	104,005
	17,362	21.8%	48,515
	(3,069)	-42.0%	14,622
	39,028	15.7%	224,138
	40,088	5.2%	679,393
	25,911		346,948
\$	0.03	4.0%	\$ 0.32
	449	0.1%	(102,252)
	(2,138)	-0.7%	(209,992)
	(4,578)	-182.0%	30,906
	-	100.0%	75,000
	217,408	80.8%	101,957
	(27,534)	-92.3%	2,297
\$	209,519		\$ 255,818

**Sewer Fund Quarter Summary Notes**

**REVENUE**

Revenue is slightly down.

**EXPENSES**

Benefits are up 3%

**NONOPERATING**

Other Non-Operating Revenue is down; previous FY figure includes septage sales for Rim Fire.

**Operating Efficiency - Current Budget to Current Actual**

For Every \$1 received:

Budgeted to spend:

Actually spent

Favorable (nonfavorable) Variance

**Operating Efficiency - Prior Compared to Current**

For Every \$1 received:

Prior year Actual Spend

Current year Actual Spend

Favorable (nonfavorable) Variance

\$	0.99	\$	0.69
	0.67		0.67
	0.32		0.03

**Budget to Actual**

**Groveland Community Services District**

For 3rd Quarter ended Mar 31, 2016

	2015/16 Annual Budget	Year-to-date Actuals	Prior Year-to-date Actuals		
Property taxes	\$ 914,000	\$ 535,209	\$ 503,973		
Other operating revenues		83,435	42,735		
Total operating revenues	914,000	618,644	546,708		
Salaries and benefits	(26,326)	(24,941)	(80,209)		
Cal Fire/Amador contract	(1,024,602)	(623,739)	(457,597)		
Utilities	(12,100)	(6,802)	(6,265)		
Legal	(7,000)	0	(1,820)		
Other operating expenses	(80,225)	(44,476)	(59,180)		
Total operating expenses	(1,150,253)	(699,958)	(605,071)		
Operating loss	(236,253)	(81,313)	(58,364)		
Efficiency	\$ 1.26	\$ 1.13	\$ 1.11		
Transfer to OPEB Trust	-	-	-		
Transfer to Pension	(45,000)	(15,149)	-		
Capital outlay (fixed assets)	(5,500)	0	-		
Other nonoperating revenues	500	1,280	3,691		
Net Profit (Loss)	\$ (241,253)	\$ (95,183)	\$ (54,672)		

	CY vs. PY	% Change CY vs. PY	CY Actual Vs. Budget
\$	31,237	6.2%	\$ (378,791)
	40,700	95.2%	83,435
	71,937	13.2%	(295,356)
	55,268	68.9%	1,385
	(166,142)	-36.3%	400,863
	(537)	-8.6%	5,298
	1,820	100.0%	7,000
	14,704	24.8%	35,749
	(94,887)	-15.7%	450,295
	(22,950)		154,940
\$	(0.02)	-2.2%	\$ 0.13
	-	-	-
	-	-	5,500
	(2,411)	-65.3%	780
\$	(25,361)		\$ 146,070

**Fire Fund Quarter Summary Notes**

**PROPERTY TAX**

Property Tax up 6%

**EXPENSES**

Salaries and Benefits are down 69% due to cancellation of Reserve program. Cal Fire expense is up due to Amador Plan.

**NONOPERATING**

Nothing notable

**Operating Efficiency - Current Budget to Current Actual**

For Every \$1 received:

Budgeted to spend:

Actually spent

Favorable (nonfavorable) Variance

\$	1.26
	1.13
\$	0.13

**Operating Efficiency - Prior Compared to Current**

For Every \$1 received:

Prior year Actual Spend

Current year Actual Spent

Favorable (nonfavorable) Variance

\$	1.11
	1.13
\$	(0.02)



**Budget to Actual**

**Groveland Community Services District**

For 3rd Quarter ended Mar 31, 2016

	2015/16 Annual Budget	Year-to-date Actuals	Prior Year-to-date Actuals			
<b>Parks</b>						
Property taxes	\$ 77,900	\$ 46,540	\$ 43,824			
Other operating revenues	2,500	2,565	7,203			
<b>Total operating revenues</b>	<b>80,400</b>	<b>49,105</b>	<b>51,027</b>			
Salaries and benefits	(27,977)	(9,137)	(7,212)			
Utilities	(34,300)	(18,933)	(19,303)			
Other operating expenses	(22,650)	(14,007)	(11,663)			
<b>Total operating expenses</b>	<b>(84,927)</b>	<b>(42,077)</b>	<b>(38,178)</b>			
Operating loss	(4,527)	7,028	12,849			
<i>Efficiency</i>	\$ 1.06	\$ 0.86	\$ 0.75			
Transfer to OPEB Trust	(200)	-	-			
Transfer to Pension	(200)	-	-			
Capital outlay (fixed assets)	(28,000)	-	-			
Other nonoperating expenses	-	-	-			
Other nonoperating revenues	-	130	158			
<b>Net Profit (Loss)</b>	<b>\$ (32,727)</b>	<b>\$ 7,158</b>	<b>\$ 13,007</b>			

	CY vs. PY	% Change CY vs. PY	CY Actual Vs. CY Budget
\$	2,716	6.2%	\$ (31,360)
	(4,638)	-64.4%	65
	(1,925)	-26.7%	(31,295)
	370	1.9%	18,840
	(2,344)	-20.1%	15,367
	(3,899)	-10.2%	8,643
	(8,537)		42,850
	(0.11)	-14.5%	11,555
	-	100.0%	0.20
	-	100.0%	200
	-	100.0%	28,000
	(28)	-17.9%	130
\$	(8,565)		\$ 39,885

**Parks Fund Quarter Summary Notes**

**REVENUE**

Property taxes up 6%

**EXPENSES**

Expenses are up 10%

**NONOPERATING**

Nothing notable.

**Operating Efficiency - Current Budget to Current Actual**

For Every \$1 received:

Budgeted to spend:

Actually spent

Favorable (nonfavorable) Variance

\$	1.06
\$	0.86
\$	0.20

**Operating Efficiency - Prior Compared to Current**

For Every \$1 received:

Prior year Actual Spend

Current year Actual Spent

Favorable (nonfavorable) Variance

\$	0.75
\$	0.86
\$	(0.11)

**FY 2016-17 Water Fund Budget Summary**

*Est. Revenue	\$ 2,197,947
Est. Expense	\$ (2,042,931)
<b>Gain(Deficit)</b>	<b>\$ 155,016</b>

\*Estimated Revenue is based on a 12 month estimated production of 98 million gallons of water billed at 68 million gallons in the Base Variable Rate and 30 million gallons in the Peak Variable Rate. The CIR transfer has been removed and replaced with a forecasted \$250,000 expense to recoat the Big Creek Clearwell and \$50,000 to recoat the Big Creek Chlorine Contact Tank.

**Revenue vs Expense**

Est. Revenue	\$ 2,332,447
Est. Expense	\$ (2,046,261)
CIR	\$ (464,500)
<b>Gain(Deficit)</b>	<b>\$ (178,314)</b>

**Estimated Total Expenses Include:**

Wages	\$ 584,762
Health Insurance	\$ 159,519
PERS	\$ 62,161
OPEB/Retiree	\$ 157,300
PERS Unfunded Liability	\$ 45,000
Power	\$ 107,619
Raw Water	\$ 189,520
Tunnel Shutdown	\$ 60,000
<b>Total</b>	<b>\$ 1,365,881</b>

**Estimated CIR:**

CIR Immediate Replacement	\$ 404,500
Rate Study	\$ 60,000
<b>Total</b>	<b>\$ 464,500</b>

**Bond Debt Summary**

**Revenue**

Debt Serv Revenue (98 Cap Fac)(2013 Rabo)	
2007 Water Debt (05-06 CapFac)(2014 BNY)	
<b>Total Debt Service Revenue</b>	<b>815,500</b>

**Annual Payments**

2013 Rabo Install Sale-Principal	204,449
2013 Rabo Install Sale-Interest	94,146
2014 BN Install Sale-Principal	251,908
2014 BNY Installment-Interest	126,490
<b>Total Debt Payments</b>	<b>676,993</b>

Total Revenue	<b>\$ 3,147,947</b>
Total Disbursements	<b>\$ (3,192,754)</b>
Net Gain (Deficit)	<b>\$ (44,807)</b>

<i>FY 2016-17 Water Budget Proposed</i>			
	REVENUE	FY 2016-17	2015/16 Adopted
		Proposed	
Account	Description		
050-000-42-010-01	WC Fixed Meter 3/4" - Res	1,313,988	1,200,000
050-000-42-010-05	WC Fixed Meter 3/4" Comm	31,275	31,195
050-000-42-010-07	WC Fixed Meter 1"	12,645	17,860
050-000-42-010-09	WC Fixed Meter 1.5"	1,926	2,950
050-000-42-010-11	WC Fixed Meter 2"	4,322	6,625
050-000-42-010-13	WC Fixed Meter 3"	4,075	6,247
050-000-42-010-15	WC Fixed Meter 4"	3,853	5,905
050-000-42-010-16	WC Surcharge Fixed 1"	866	900
050-000-42-010-17	WC Surcharge Fixed 1.5"	577	600
050-000-42-010-18	WC Surcharge Fixed 4"	4,906	5,108
050-000-42-010-23	DCHOA Fixed Rate	4,226	3,170
050-000-42-011-00	Fire Service Chg	1,260	1,260
<b>Total Fixed Revenue</b>		<b>1,383,919</b>	<b>1,281,820</b>
050-000-42-010-02	Baseline Usage 16/17	462,400	313,720
050-000-42-010-04	Peak rate Usage 16/17	403,500	22,010
050-000-42-010-06	WC Variable Meter 1"		19,148
050-000-42-010-08	WC Variable Meter 1.5"		15,948
050-000-42-010-10	WC Variable Meter 2"		10,950
050-000-42-010-12	WC Variable Meter 3"		30,010
050-000-42-010-14	WC Variable Meter 4"	1,648	18,375
<b>Total Variable Revenue</b>		<b>867,548</b>	<b>430,161</b>
050-000-42-014-00	Other Water Sales & Charges		1,600
050-000-42-030-00	Water Disconnect Fee	8,858	8,600
050-000-42-030-01	Unlock Meter Fee	206	200
050-000-42-047-00	Backflow Test	3,296	3,200
050-000-42-055-00	Transfer Fee	8,807	8,550
050-000-42-065-00	Returned Check Charge	1,236	1,200
050-000-42-999-00	Late Penalty Charges	36,050	35,000
050-000-43-020-01	Cell Tower Rental	9,600	5,000
<b>Total Operating Revenue</b>		<b>68,053</b>	<b>63,350</b>
050-000-43-030-00	Non Operating Income	876	850
050-000-43-050-01	Expense Refunds/Scrap	5,150	5,000
050-000-48-001-00	Interest Earned (S/C UB)	2,266	2,200
050-000-48-003-00	Interest Earned Rabobank	4,635	4,500
050-000-48-005-00	Interest Earned BNY Mellon		
<b>Total Non-Operating Rev</b>		<b>12,927</b>	<b>12,550</b>
<b>Total Revenue</b>		<b>2,332,447</b>	<b>1,787,881</b>
<b>ADMIN</b>			
050-100-50-201-00	Wages (4 employees)	156,609	152,048
050-100-50-215-00	On Call Wages	927	900

050-100-50-219-00	Overtime Pay	5,386	5,229
050-100-50-230-00	Vacation Leave	6,695	6,500
050-100-50-240-00	Sick Leave	6,971	6,768
050-100-50-250-00	Holiday Pay	7,556	7,336
<b>Total Wages</b>		<b>184,144</b>	<b>178,781</b>
050-100-52-001-00	PERS Expense	20,188	19,600
050-100-52-003-00	FICA Expense	10,918	10,600
050-100-52-008-00	Medicare	3,090	3,000
050-100-52-009-00	SUI-State Unemployment Ins/	1,650	1,050
050-100-52-010-00	Workers Compensation	2,956	1,800
050-100-52-030-00	Health Insurance	41,628	40,416
050-100-52-040-00	Retired Members Medical	44,000	23,000
050-100-52-060-00	Long Term Disability	400	
<b>Total Benefits</b>		<b>124,830</b>	<b>99,466</b>
050-100-52-100-02	Transfer to OPEB Trust	103,000	100,000
050-100-52-100-04	Transfer to Pension Liab Acct	45,000	42,000
<b>Total OPEB/Pension</b>		<b>148,000</b>	<b>142,000</b>
050-100-70-001-00	Rabobank Charges/NSF Fees	1,030	1,000
050-100-70-005-00	CC Merchant Fees	15,000	14,500
050-100-70-007-00	Tax Lien Expense	300	
050-100-70-035-00	Office Supplies	5,150	5,000
050-100-70-061-00	Propane	1,906	1,850
050-100-70-080-00	Membrshps,Dues,Subscrip	3,500	3,200
050-100-70-085-00	Equip/Software Maint Agreem	10,094	9,800
050-100-70-085-01	Itron MVRS Software Maint	1,545	1,500
050-100-70-090-00	Office Expense	1,854	1,800
050-100-70-090-01	Records Destruction	721	700
050-100-70-091-00	Janitorial Expense	1,800	1,450
050-100-70-112-00	Postage/Shipping	18,540	18,000
050-100-70-115-00	Rents & Leases	721	700
050-100-70-125-00	Training	1,288	1,250
050-100-70-130-00	Printing & Advertising	515	500
050-100-70-170-00	Travel, Meetings,Conferences	1,030	1,000
050-100-70-191-00	Communications(Phone/Radic	7,210	7,000
050-100-70-200-00	Bad Debt Expense	1,030	1,000
050-100-71-153-00	Pest Control	309	300
050-100-78-010-00	General Liability	27,295	26,500
050-100-79-010-02	Actuarial Review (GASB 45)	1,236	1,200
050-100-79-020-00	Engineering Fees	20,600	20,000
050-100-79-025-00	Consultant Fees	2,575	2,500
050-100-79-025-01	IT Services	7,210	7,000
050-100-79-025-02	CPA Services	25,750	25,000
050-100-79-030-00	Audit Fees	7,210	7,000
050-100-79-035-04	Computer Software/Hardware	2,060	2,000
<b>Total Operating Expenses</b>		<b>167,479</b>	<b>161,750</b>
050-100-70-192-04	Utilities-Trash Removal	670	650

<b>Total Utilities</b>		<b>670</b>	<b>650</b>
050-100-79-015-00	Legal Fees	18,540	18,000
050-100-79-015-06	Legal Fees - Personnel Matters	10,300	10,000
<b>Total Legal</b>		<b>28,840</b>	<b>28,000</b>
<b>Total Administration</b>		<b>653,963</b>	<b>610,647</b>
<b>BOARD</b>			
050-150-52-080-00	Board of Director Compensation	5,000	4,500
<b>Total Wages</b>		<b>5,000</b>	<b>4,500</b>
050-150-52-003-00	FICA Expense	305	279
050-150-52-008-00	Medicare	75	65
050-150-52-010-00	Workers Compensation	55	28
<b>Total Benefits</b>		<b>435</b>	<b>372</b>
050-150-52-125-00	Board Member Training	515	500
050-150-52-170-00	Travel, Meetings & Conference	824	800
<b>Total Operating Expenses</b>		<b>1,339</b>	<b>1,300</b>
050-150-79-015-00	Legal Fees	5,150	5,000
050-150-79-015-06	Legal Fees - Personnel Matters	2,575	2,500
<b>Total Legal</b>		<b>7,725</b>	<b>7,500</b>
<b>TOTAL BOARD</b>		<b>14,499</b>	<b>13,672</b>
<b>OPERATIONS</b>			
050-200-50-201-00	Wages (5 employees)	130,810	127,000
050-200-50-208-00	Uniform/Special Shoes	680	
050-200-50-215-00	On Call Wages	5,809	5,640
050-200-50-219-00	Overtime Pay	7,921	7,690
050-200-50-230-00	Vacation Leave	6,695	6,500
050-200-50-240-00	Sick Leave	5,615	5,451
050-200-50-250-00	Holiday Pay	6,087	5,910
<b>Total Wages</b>		<b>163,617</b>	<b>158,191</b>
050-200-52-001-00	PERS Expense	17,201	16,700
050-200-52-003-00	FICA Expense	8,755	8,500
050-200-52-008-00	Medicare	2,024	1,965
050-200-52-009-00	SUI-State Unemployment Ins/	1,038	1,008
050-200-52-010-00	Workers Compensation	7,519	7,300
050-200-52-030-00	Health Insurance	48,668	47,250
050-200-52-040-00	Retired Members Medical	1,030	1,000
050-200-52-060-00	Long Term Disability	721	700
<b>Total Benefits</b>		<b>86,956</b>	<b>84,423</b>
050-200-70-085-00	Equip/Software Maint Agreem	824	800
050-200-70-091-00	Janitorial Expense	2,060	2,000

050-200-70-130-00	Printing & Advertising	1,751	1,700
050-200-70-170-00	Travel/Meetings/Conferences	515	500
050-200-71-010-00	District Licenses/Permits	37,080	36,000
050-200-71-011-00	Employee Certification	1,236	1,200
050-200-71-012-00	Employee Medical Testing	824	800
050-200-71-060-00	Gas & Oil	13,905	13,500
050-200-71-062-00	Diesel Fuel	1,545	1,500
050-200-71-090-00	Uniform & Clothing Exp	5,665	5,500
050-200-71-100-00	Operating Supplies/Expenses	1,030	1,000
050-200-71-101-00	Chemicals	30,000	25,000
050-200-71-111-00	Small Tools Equipment	515	500
050-200-71-113-00	Lab Tests Aqua Labs	43,260	42,000
050-200-71-114-00	Lab Supplies and Equipment	4,120	4,000
050-200-71-114-01	Calgon UV Bulbs	13,390	13,000
050-200-71-150-00	Repair & Maint General	36,050	35,000
050-200-71-150-02	Instrumentation Repair	15,450	15,000
050-200-71-150-04	Repair & Maintenance - AWS	15,000	5,000
050-200-71-153-00	Pest Control	412	400
050-200-71-160-00	Training	2,060	2,000
050-200-71-161-00	Safety Equipment	2,575	2,500
050-200-71-191-00	Communications(Phone/Radic	6,695	6,500
050-200-78-015-00	Computer	1,545	1,500
050-200-79-025-01	IT Services	4,120	4,000
050-200-79-025-06	Programming/Support	7,400	6,000
<b>Total Other Operating Exp</b>		<b>249,027</b>	<b>226,900</b>
050-200-71-192-01	Utilities -Power-TCPPA/PML	96,305	93,500
050-200-71-192-02	Utilities-GCSD Water and Sewer	273	265
050-200-71-192-04	Utilities-Trash Removal	2,163	2,100
<b>Total Utilities</b>		<b>98,741</b>	<b>95,865</b>
050-200-71-200-00	Water Costs	189,520	184,000
050-200-71-201-00	Tunnel Shutdown Related Costs	60,000	
<b>Total Cost of Water</b>		<b>249,520</b>	<b>184,000</b>
<b>TOTAL OPERATIONS</b>		<b>847,861</b>	<b>749,379</b>
<b>MAINTENANCE</b>			
050-300-50-201-00	Wages (8 employees)	182,216	176,909
050-300-50-208-00	Uniform/Special Shoes	1,100	
050-300-50-215-00	On Call Wages	11,742	11,400
050-300-50-219-00	Overtime Pay	13,390	13,000
050-300-50-230-00	Vacation Leave	8,343	8,100
050-300-50-240-00	Sick Leave	8,190	8,190
050-300-50-250-00	Holiday Pay	8,800	8,800
<b>Total Wages</b>		<b>233,781</b>	<b>226,399</b>
050-300-52-001-00	PERS Expense	24,772	24,050

050-300-52-003-00	FICA Expense	10,700	10,700
050-300-52-008-00	Medicare	2,500	2,350
050-300-52-009-00	SUI-State Unemployment Ins/	2,200	2,100
050-300-52-010-00	Workers Compensation	10,100	10,100
050-300-52-030-00	Health Insurance	69,223	67,207
050-300-52-040-00	Retired Members Medical	9,270	9,000
050-300-52-060-00	Long Term Disability	1,030	1,000
<b>Total Benefits</b>		<b>129,795</b>	<b>126,507</b>
050-300-70-061-00	Propane	3,090	3,000
050-300-70-080-00	Membership,Dues, Subscriptio	412	400
050-300-70-091-00	Janitorial Expense	1,339	1,300
050-300-70-130-00	Printing & Advertising	309	300
050-300-70-170-00	Travel/Meetings/Conferences	515	500
050-300-71-011-00	Employee Certification	1,545	1,500
050-300-71-012-00	Employee Medical Testing	1,854	1,800
050-300-71-060-00	Gas & Oil	11,845	11,500
050-300-71-062-00	Diesel Fuel	10,815	10,500
050-300-71-090-00	Uniform & Clothing Exp	6,180	6,000
050-300-71-100-00	Operating Supplies/Expenses	2,060	2,000
050-300-71-101-00	Chemicals	3,090	3,000
050-300-71-110-00	Equipment Rental	515	500
050-300-71-111-00	Small Tools Equipment	3,605	3,500
050-300-71-114-00	Lab Supplies and Equipment	412	400
050-300-71-120-00	Backflow Expenses	2,575	2,500
050-300-71-150-00	Repair & Maintenance	51,500	50,000
050-300-71-150-03	Water Tank Cleaning	7,725	7,500
050-300-71-150-06	Emergency Repair Water Lines	25,750	25,000
050-300-71-153-00	Pest Control	515	500
050-300-71-160-00	Training	1,800	1,500
050-300-71-161-00	Safety Equip/Traffic Control	3,200	3,000
050-300-71-165-00	Traffic Control Supplies	515	500
050-300-71-191-00	Communications(Phone/Radic	1,545	1,500
050-300-71-208-00	Maintenance Shop Computer	824	800
050-300-79-025-01	IT Services	2,060	2,000
<b>Total Operating Expenses</b>		<b>145,595</b>	<b>141,000</b>
050-300-71-192-00	Utilities-Power-PG&E	5,494	3,900
050-300-71-192-01	Power-TCPPA/PML	5,150	5,000
050-300-71-192-02	Utilities-GCSD Water and Sewer	567	550
050-300-71-192-04	Utilities-Trash Removal	206	200
<b>Total Utilities</b>		<b>11,417</b>	<b>9,650</b>
<b>Total Maintenance</b>		<b>520,588</b>	<b>503,556</b>
050-700-70-029-00	PML Lease Agreement	5,000	5,000
050-700-70-031-00	Copystar6550 GE Capital Lease	3,500	3,500
050-700-70-031-03	FP Mail Mach Lease	850	850
<b>Total Debt Service</b>		<b>9,350</b>	<b>9,350</b>

<b>CAPITAL PROJECTS</b>			
050-800-80-001-02	Grant Match CIR Program		75,000
050-800-80-301-00	NTU Meters	7,000	7,000
050-800-80-305-00	Tank 4/Highlands Pumps	12,500	12,500
050-800-80-307-00	Roofing Treatment Plants	25,000	10,000
050-800-80-309-00	Ammonia Analyzers	18,000	18,000
050-800-80-311-00	Maintenance Building	10,000	10,000
050-800-80-313-00	OSG Units Repair		18,500
050-800-80-453-00	Chlorine Tank Coating	50,000	50,000
050-800-80-458-00	Water Shed Sanitary Survey	10,000	
050-800-80-575-00	Springbrook Software Upgrade	7,000	7,000
050-800-80-591-00	Admin Building Repair/Roof	15,000	
050-800-80-597-00	Rate Study	60,000	
	BC Clearwell	250,000	
<b>Total Capital</b>		<b>464,500</b>	<b>208,000</b>
<b>Total Disbursements</b>		<b>2,046,261</b>	<b>1,886,604</b>
	<b>Total Operating Revenue</b>	<b>2,332,447</b>	<b>1,787,881</b>
	Total Wages	586,542	567,871
	Health Insurance	159,519	154,873
	PERS	62,161	60,350
	OPEB/RETIRED	157,300	133,000
	PERS Unfunded Liability	45,000	42,000
	<b>Total Operating Disbursements</b>	<b>(2,046,261)</b>	<b>(1,886,604)</b>
	<b>Operating Gain (Deficit)</b>	<b>286,186</b>	<b>(98,723)</b>
	<b>Total Capital Projects</b>	<b>(464,500)</b>	<b>(208,000)</b>
	<b>Use of Prior Year Cash Reserves</b>		
	<b>Operating Gain (Deficit)</b>	<b>(178,314)</b>	<b>(306,723)</b>
050-000-42-022-00 (3960)	Debt Serv Revenue (98 Cap Fac)(2013 Rabo)		
050-000-42-022-01 (3960)	2007 Water Debt (05-06 CapFac)(2014 BNY)		
<b>Total Debt Service Revenue</b>		<b>815,500</b>	<b>815,500</b>
050-000-29-009-00	2013 Rabo Install Sale-Principal	209,449	209,449
050-700-70-043-02	2013 Rabo Install Sale-Interest	94,146	101,710
050-000-29-010-00	2014 BN Install Sale-Principal	251,908	242,959
050-700-70-044-02	2014 BNY Installment-Interest	126,490	135,439
<b>Total Debt Payments</b>		<b>681,993</b>	<b>689,557</b>
	<b>Total Revenue</b>	<b>\$ 3,147,947</b>	<b>\$ 2,603,381</b>
	<b>Total Disbursements</b>	<b>\$ (3,192,754)</b>	<b>\$ (2,784,161)</b>
	<b>Net Gain (Deficit)</b>	<b>\$ (44,807)</b>	<b>\$ (180,780)</b>



**FY 2016-17 Sewer Fund Budget Summary**

Est. Revenue	\$ 2,375,296 *
Est. Expense	\$ (1,637,327)
Est. CIR	\$ (1,096,000)
<b>Gain(Deficit)</b>	<b>\$ (358,031)</b>

Estimated Revenue is based on 2015 calendar year billing volume of 44.3 million gallons. Revenue estimated is based on existing sewer rates. The CIR transfer of \$500,000 has been removed. The two grants we are working with are shown as both revenue and expense.

**Estimated total expense include:**

Wages	\$ 564,802
Health Insurance	\$ 151,716
PERS	\$ 59,301
OPEB/Retiree	\$ 162,489
PERS Unfunded Liability	\$ 43,260
Power	\$ 99,921
<b>Total</b>	<b>\$ 1,081,489</b>

**Estimated CIR:**

Grant Projects	\$ 964,000
CIR Immediate Replacement	\$ 72,000
Rate Study	\$ 60,000
<b>Total</b>	<b>\$ 1,096,000</b>

**Bond Debt Summary**

**Revenue**

2014 Wastewater Debt Service	410,000
<b>Total Debt Service Revenue</b>	<b align="right">410,000</b>

**Annual Payments**

2014 BNY Sewer Bond Principle/Liab	220,000
2014 BNY Sewer Bond - Interest	104,310
<b>Total Bond Debt Payments</b>	<b align="right">324,310</b>

<b>Total Revenue</b>	2,785,296
Total Disbursements	(3,057,637)
<b>Net Profit (Deficit)</b>	<b align="right">(272,341)</b>

\*Includes \$964,000 of grant funds

<i>FY 2016-17 Sewer Budget Proposed</i>			
		<b>FY 2016-17</b>	<b>2015/16</b>
		<b>Proposed</b>	<b>Adopted</b>
<b>SEWER</b>			
<b>REVENUE</b>			
060-000-41-010-04	S01 Res Fixed	928,497	766,500
	S01A Res Avg		208,680
060-000-41-010-07	S01FC Fixed Consump Fee 3100ga		4,580
060-000-41-011-08	S02 Coml Fixed	88,325	49,550
	S02A Coml Avg		8,265
060-000-41-011-10	S02S Coml w/Stdby		660
060-000-41-011-13	S03 Coml Fixed		3,820
	S03A Coml Avg		1,910
060-000-41-011-18	S04 Coml 2 Conn Fixed		2,545
	S04A Coml Avg		3,825
060-000-41-011-20	S04S Coml 2 Conn w/Stdby		3,310
060-000-41-011-24	S06 Coml 4 Conn Fixed		2,545
060-000-41-012-00	S12/S Stdby & Stdby/Split L	4,674	7,000
<b>Total Fixed Revenue</b>		<b>1,021,496</b>	<b>1,063,190</b>
060-000-41-010-01	S01C Volume Usage*	266,072	165,600
	S01AC Res Avg Vol Usage		98,100
060-000-41-011-01	S02C Coml Vol Usage	91,745	46,350
	S02AC Coml Avg Vol Usage		5,850
060-000-41-011-11	S03C Coml Vol Usage		7,200
	S03AC Coml Avg Vol Usage		2,700
060-000-41-011-15	S04C Coml 2 Conn Vol Usage		117
	S04AC Coml Avg Vol Usage		6,840
060-000-41-011-17	S04SC Coml w/Stdby Vol Usage		1,422
	S05C Coml 3 Conn Vol Usage		4,140
<b>Total Variable Revenue</b>		<b>357,817</b>	<b>338,319</b>
060-000-41-035-00	Waste Water Sales	52	50
060-000-42-999-00	Late Penalty Charges	15,914	15,450
060-000-43-020-01	Cell Tower Rental	6,695	6,500
<b>Other Operating Income</b>		<b>22,661</b>	<b>22,000</b>
060-000-43-024-00	State Grant Revenue-GrovBOF	399,000	
060-000-43-024-01	State Grant Revenue-LS#16	565,000	
060-000-43-050-00	Expense Refunds	2,678	2,600
060-000-45-501-00	Septage	26	25
060-000-48-001-00	Interest Earned (S/C UB)	1,159	1,125
060-000-48-003-00	Interest Earned Rabobank	5,459	5,300
<b>Total Non Operating Income</b>		<b>973,322</b>	<b>9,050</b>
<b>Total Revenue</b>		<b>2,375,296</b>	<b>1,432,559</b>

<b>ADMIN</b>			
060-100-50-201-00	Wages (4 employees)	150,374	145,994
060-100-50-215-00	On Call Wages	927	900
060-100-50-219-00	Overtime Pay	5,171	5,020
060-100-50-230-00	Vacation Leave	6,283	6,100
060-100-50-240-00	Sick Leave	6,901	6,700
060-100-50-250-00	Holiday Pay	7,880	7,650
<b>Total Wages</b>		<b>177,536</b>	<b>172,364</b>
060-100-52-001-00	PERS Expense	19,519	18,950
060-100-52-003-00	FICA Expense	9,579	9,300
060-100-52-008-00	Medicare	2,264	2,198
060-100-52-009-00	SUI-State Unemployment Ins/ET	1,414	997
060-100-52-010-00	Workers Compensation	2,200	1,725
060-100-52-030-00	Health Insurance	39,963	38,799
060-100-52-040-00	Retired Members Medical	27,600	22,518
060-100-52-060-00	Long Term Disability	403	391
<b>Total Benefits</b>		<b>102,942</b>	<b>94,878</b>
060-100-52-100-02	Transfer to OPEB Trust	77,250	75,000
060-100-52-100-04	Transfer to Pension Liab Acct	43,260	42,000
<b>Transfer to OPEB Trust/Pension</b>		<b>120,510</b>	<b>117,000</b>
060-100-70-001-00	Rabobank Charges/NSF Fees	515	500
060-100-70-005-00	CC Merchant Fees	6,901	6,700
060-100-70-010-00	Permits & Licenses	37,080	36,000
060-100-70-035-00	Office Supplies	2,060	2,000
060-100-70-061-00	Propane	1,133	1,100
060-100-70-080-00	Memberships,Dues,Subscrips	2,800	2,000
060-100-70-085-00	Equip/Software Maint Agreemnt	6,500	6,000
060-100-70-090-00	Office Expense	515	500
060-100-70-090-01	Records Destruction	618	600
060-100-70-091-00	Janitorial Expense	2,163	2,100
060-100-70-112-00	Postage/Shipping	8,755	8,500
060-100-70-115-00	Rents & Leases	309	300
060-100-70-125-00	Training	1,030	1,000
060-100-70-130-00	Printing & Advertising	412	400
060-100-70-170-00	Travel, Meetings,Conferences	750	600
060-100-70-191-00	Communications(Phone/Radio)	3,605	3,500
060-100-70-200-00	Bad Debt Expense	515	500
060-100-70-290-00	Misc Expense	206	200
060-100-71-153-00	Pest Control	283	275
060-100-78-010-00	General Liability	27,295	26,500
060-100-79-010-02	Actuarial Review	824	800
060-100-79-020-00	Engineering Fees	7,210	7,000
060-100-79-025-00	Consultant Fees	2,575	2,500
060-100-79-025-01	IT Services	6,180	6,000
060-100-79-025-02	CPA Services	18,540	18,000

060-100-79-030-00	Audit Fees	6,695	6,500
<b>Total Other Operating Exp.</b>		<b>145,469</b>	<b>140,075</b>
060-100-70-192-00	Utilities-Power, PG&E	680	660
060-100-70-192-04	Utilities-Trash Removal	57	55
<b>Total Utilities</b>		<b>737</b>	<b>715</b>
060-100-79-015-00	Legal Fees	15,450	15,000
060-100-79-015-06	Legal Fees -Personnel Matters	5,150	5,000
<b>Total Legal Fees</b>		<b>20,600</b>	<b>20,000</b>
<b>Total Administration</b>		<b>567,794</b>	<b>545,032</b>
<b>BOARD</b>			
060-150-52-080-00	Board of Director Compensation	4,800	4,500
<b>Total Wages</b>		<b>4,800</b>	<b>4,500</b>
060-150-52-003-00	FICA Expense	287	279
060-150-52-008-00	Medicare	67	65
060-150-52-010-00	Workers Compensation	55	28
<b>Total Benefits</b>		<b>409</b>	<b>372</b>
060-150-52-125-00	Board Member Training	412	400
060-150-52-170-00	Travel, Meetings, & Conference	618	600
060-150-70-290-00	Misc Expense	515	500
<b>Total Other Operating Exp.</b>		<b>1,545</b>	<b>1,500</b>
060-150-79-015-00	Legal Fees	3,090	3,000
060-150-79-015-06	Legal Fees - Personnel Matters	2,060	2,000
<b>Total Legal Exp.</b>		<b>5,150</b>	<b>5,000</b>
<b>Total Board Expense</b>		<b>11,904</b>	<b>11,372</b>
<b>OPERATIONS</b>			
060-200-50-201-00	Wages (5 employees)	131,385	127,558
060-200-50-208-00	Uniforms/Special Shoes	320	
060-200-50-215-00	On Call Wages	5,639	5,475
060-200-50-219-00	Overtime Pay	9,800	8,100
060-200-50-230-00	Vacation Leave	6,739	6,543
060-200-50-240-00	Sick Leave	5,783	5,615
060-200-50-250-00	Holiday Pay	6,283	6,100
<b>Total Wages</b>		<b>165,949</b>	<b>159,391</b>
060-200-52-001-00	PERS Expense	17,098	16,600
060-200-52-003-00	FICA Expense	8,652	8,400
060-200-52-008-00	Medicare	2,024	1,965
060-200-52-009-00	SUI-State Unemployment Ins/ET	1,694	1,030

060-200-52-010-00	Workers Compensation	8,100	7,240
060-200-52-030-00	Health Insurance	48,668	47,250
060-200-52-040-00	Retired Members Medical	9,420	1,400
060-200-52-060-00	Long Term Disability	747	725
<b>Total Benefits</b>		<b>96,403</b>	<b>84,610</b>
060-200-70-080-00	Membrshps,Dues, Subscrip	1,030	1,000
060-200-70-091-00	Janitorial Expense	2,215	2,150
060-200-70-130-00	Printing & Advertising	747	725
060-200-70-170-00	Travel/Meetings/Conferences	515	500
060-200-71-010-00	License/Permits	20,600	20,000
060-200-71-010-01	Dam Monitoring Survey	1,803	1,750
060-200-71-011-00	Employee Certification	3,000	2,000
060-200-71-012-00	Employee Medical Testing	309	300
060-200-71-062-00	Diesel Fuel	4,532	4,400
060-200-71-090-00	Uniform & Clothing Exp	4,120	4,000
060-200-71-100-00	Operating Supplies/Expenses	618	600
060-200-71-101-00	Chemicals	24,720	24,000
060-200-71-110-00	Equipment Rental	515	500
060-200-71-111-00	Small Tools Equipment	515	500
060-200-71-113-00	Lab Tests Aqua Labs	23,175	22,500
060-200-71-114-00	Lab Supplies and Equipment	6,180	6,000
060-200-71-150-00	Repair & Maint General	26,000	24,000
060-200-71-151-00	Groundwater Monitoring	5,150	5,000
060-200-71-153-00	Pest Control	309	300
060-200-71-160-00	Training	1,545	1,500
060-200-71-161-00	Safety Equipment	2,060	2,000
060-200-71-191-00	Communications(Phone/Radio)	3,090	3,000
060-200-71-195-00	Biosolids Disposal - Annual	10,300	10,000
060-200-71-195-01	Irrigation Fields	1,545	1,500
060-200-79-025-01	IT Services	2,060	2,000
060-200-79-025-02	Computer	800	
060-200-79-025-04	Software Licensing	1,030	1,000
060-200-79-025-05	SCADA Programming Support	6,180	6,000
<b>Total Other Operating</b>		<b>154,663</b>	<b>147,225</b>
060-200-71-192-01	Power-TCPPA/PML	79,310	77,000
060-200-71-192-02	Utilities-GCSD Water and Sewer	10,815	10,500
060-200-71-192-04	Utilities-Trash Removal	2,163	2,100
<b>Total Utilities</b>		<b>92,288</b>	<b>89,600</b>
<b>Total Operations Exp.</b>		<b>509,303</b>	<b>480,826</b>
<b>MAINTENANCE</b>			
060-300-50-201-00	Wages (8 employees)	169,852	164,905
060-300-50-208-00	Uniforms/Special Shoes	500	
060-300-50-215-00	On Call Wages	11,279	10,950

060-300-50-219-00	Overtime Pay	11,845	11,500
060-300-50-230-00	Vacation Leave	7,456	7,239
060-300-50-240-00	Sick Leave	7,949	7,717
060-300-50-250-00	Holiday Pay	8,456	8,210
<b>Total Wages</b>		<b>217,337</b>	<b>210,521</b>
060-300-52-001-00	PERS Expense	22,684	22,023
060-300-52-003-00	FICA Expense	10,146	9,850
060-300-52-008-00	Medicare	2,421	2,350
060-300-52-009-00	SUI-State Unemployment Ins/ET	1,853	1,385
060-300-52-010-00	Workers Compensation	9,680	9,398
060-300-52-030-00	Health Insurance	63,085	61,248
060-300-52-040-00	Retired Members Medical	8,971	8,710
060-300-52-060-00	Long Term Disability	901	875
<b>Total Benefits</b>		<b>119,741</b>	<b>115,839</b>
060-300-70-061-00	Propane	1,700	1,650
060-300-70-080-00	Membebership,Dues,Subscriptio	1,030	1,000
060-300-70-091-00	Janitorial Expense	1,236	1,200
060-300-70-170-00	Travel/Meetings/Conferences	515	500
060-300-71-010-00	License/Permits	618	600
060-300-71-011-00	Employee Certification	2,060	2,000
060-300-71-012-00	Employee Medical Testing	412	400
060-300-71-060-00	Gas & Oil	7,210	7,000
060-300-71-062-00	Diesel Fuel	12,875	12,500
060-300-71-090-00	Uniform & Clothing Exp	4,120	4,000
060-300-71-100-00	Operating Supplies/Expenses	824	800
060-300-71-101-02	Chemical/Odor Control	10,300	10,000
060-300-71-110-00	Equipment Rental	515	500
060-300-71-111-00	Small Tools Equipment	2,060	2,000
060-300-71-111-06	Vac Truck Suction Hoses/Tools	1,030	1,000
060-300-71-111-07	Flush Truck Nozzles/Tools	824	800
060-300-71-150-00	Maintenance and Repair	25,750	25,000
060-300-71-150-06	Emergency Repair Sewer Lines	5,150	5,000
060-300-71-151-00	Conservation Crew Expenses	2,575	2,500
060-300-71-153-00	Pest Control	412	400
060-300-71-154-00	Annual Collect System TV Insp	46,350	45,000
060-300-71-156-00	Annual ATS Upgrade/Testing	7,725	7,500
060-300-71-160-00	Training	1,545	1,500
060-300-71-161-00	Safety Equip/Traffic Control	2,472	2,400
060-300-71-191-00	Communications(Phone/Radio)	8,755	8,500
060-300-71-208-00	Maintenance Shop Computer	824	800
060-300-79-025-01	IT Services	1,030	1,000
<b>Total Other Operating Exp</b>		<b>149,917</b>	<b>145,550</b>
060-300-71-192-00	Utilities-PG&E-Power	1,803	1,750
060-300-71-192-01	Power-TCPPA/PML	18,128	17,600
060-300-71-192-02	Utilities-GCSD Water and Sewer	541	525

060-300-71-192-04	Utilities-Trash Removal	809	785
<b>Total Utilities</b>		<b>21,281</b>	<b>20,660</b>
<b>Total Maintenance</b>		<b>508,276</b>	<b>492,570</b>
<b>Leases</b>			
060-700-70-031-00	Copystar6550 GE Capital Lease	1,650	
060-700-70-031-03	FP Mail Mach Lease	400	
060-700-70-046-01	Rabobank Screwpress Lease-Inte	38,000	38,000
<b>Total Leases</b>		<b>40,050</b>	<b>38,000</b>
<b>CAPITAL PROJECTS</b>			
060-800-80-301-00	IRWMP Grant Match-LS#16	565,000	14,000
060-800-80-305-00	Muffin Monster Grant Match		25,000
060-800-80-307-00	STP Pumps Grant Match	10,000	10,000
060-800-80-309-00	Clarifier Parts /Sludge Pump	7,000	7,000
060-800-80-450-00	Air Blowers and VFD Grant Matc	10,000	10,000
060-800-80-490-00	Grant Match CIR Program-Transfer		50,000
060-800-80-501-00	DowntownGroVBOF Sewer Imp.	399,000	
060-800-80-525-00	Administration Servers		3,500
060-800-80-575-00	Springbrook Software Upgrade	3,000	3,000
060-800-80-584-00	Repair Roof on Maintenance	7,000	7,000
060-800-80-586-00	LS Pump Replacement	35,000	24,000
060-800-80-597-00	Rate Study	60,000	
<b>Total Capital Projects</b>		<b>1,096,000</b>	<b>153,500</b>
<b>Total Disbursements</b>		<b>1,637,327</b>	<b>1,567,800</b>
	<b>Total Operating Revenue</b>	<b>2,375,296</b>	<b>1,432,559</b>
	Total Wages	565,622	546,776
	Health Insurance	151,716	147,297
	PERS	59,301	57,573
	OPEB/RETIRED	162,489	153,478
	PERS Unfunded Liability	43,260	42,000
	<b>Total Operating Disbursements</b>	<b>(1,637,327)</b>	<b>(1,567,800)</b>
	<b>Operating Gain (Deficit)</b>	<b>737,969</b>	<b>(135,241)</b>
	<b>Total Capital Projects</b>	<b>(1,096,000)</b>	<b>(153,500)</b>
	<b>Use of Prior Year Cash Reserves</b>		
	<b>Operating Gain (Deficit)</b>	<b>(358,031)</b>	<b>(288,741)</b>
Net Profit (loss)			
060-000-42-020-01.		410,000	410,000
Total Debt Service Revenue		410,000	410,000

060-000-12-130-00 Prin/Liab	2007 Debt Pmt Res/2014 BNY	220,000	210,000
060-700-70-045-02	2014 BNY Sewer Bond - Interest	104,310	110,685
Total Bond Debt Payments		324,310	320,685
	<b>Total Revenue</b>	<b>2,785,296</b>	<b>1,842,559</b>
	<b>Total Disbursements</b>	<b>(3,057,637)</b>	<b>(2,041,985)</b>
	<b>Net Profit (Deficit)</b>	<b>(272,341)</b>	<b>(199,426)</b>



## FY 2016-17 Fire Fund Budget Summary

The Cal Fire contract is shown to represent the greatest cost the District could possibly see. An adjustment to the cost of the Cal Fire contracts has been made. For Fiscal Year 2014-15, the Cal Fire Operation cost was \$633,791.

For the former GCSO Safety Unity, there is an unfunded liability estimated at \$450,000 that we are budgeting to pay over the next 10 years.

<b>Total Operating Revenue</b>	968,500
<b>Total Operating Disbursements</b>	<u>(1,245,876)</u>
<b>Operating Gain (Deficit)</b>	<u>(277,376)</u>
<b>Total Capital Projects</b>	<u>-</u>
<b>Use of Prior Year Cash Reserves</b>	
<b>Operating Gain (Deficit)</b>	<u><u>(277,376)</u></u>

<i>FY 2016-17 Fire Budget Proposed</i>			
<b>FIRE (Amador)</b>		<b>FY 2016-17</b>	<b>FY 2015-16</b>
<b>REVENUE</b>		<b>Proposed</b>	<b>Adopted</b>
070-000-45-011-00	General Property Taxes	918,000	914,000
<b>Total Property Taxes</b>		<b>918,000</b>	<b>914,000</b>
070-000-43-053-01	StrikeTeam-EngineEquip Revenue	50,000	
<b>Total Other Oper Rev</b>		<b>50,000</b>	<b>-</b>
070-000-48-003-00	Interest Earned Rabobank	500	500
<b>Total Non-Oper Rev</b>		<b>500</b>	<b>500</b>
<b>Total Revenue</b>		<b>968,500</b>	<b>914,500</b>
<b>ADMIN</b>			
070-100-50-201-00	Wages	2,600	2,524
<b>Total Wages</b>		<b>2,600</b>	<b>2,524</b>
070-100-52-001-00	PERS Expense	398	386
070-100-52-003-00	FICA Expense	212	206
070-100-52-008-00	Medicare	32	31
070-100-52-009-00	SUI-State Unemployment Ins/ETT	15	15
070-100-52-010-00	Workers Compensation	27	26
<b>Total Benefits</b>		<b>684</b>	<b>664</b>
<b>Total Administration</b>		<b>3,284</b>	<b>3,188</b>
<b>MAINTENANCE</b>			
070-300-50-201-00	Wages	6,365	6,180
070-300-50-219-00	Overtime Pay	212	206
070-300-50-230-00	Vacation leave	212	206
070-300-50-240-00	Sick Leave	212	206
070-300-50-250-00	Holiday Pay	212	206
070-300-50-251-00	Personal Necessity Leave	81	79
<b>Total Wages</b>		<b>7,294</b>	<b>7,083</b>
070-300-52-001-00	PERS Expense	859	834
070-300-52-003-00	FICA Expense	641	622
070-300-52-008-00	Medicare	149	145
070-300-52-009-00	SUI-State Unemployment Ins/ETT	97	94
070-300-52-010-00	Workers Compensation	662	643
070-300-52-030-00	Health Insurance	849	824

070-300-52-040-00	Retired Members Medical	55	53
<b>Total Benefits</b>		<b>3,312</b>	<b>3,215</b>
<b>Total Maintenance</b>		<b>10,606</b>	<b>10,298</b>
070-500-52-040-00	Retired Members Medical	13,100	12,840
<b>Total Benefits</b>		<b>13,100</b>	<b>12,840</b>
070-500-52-100-04	Transfer to Pension Liab Acct	45,000	45,000
<b>Total OPEB/Pension</b>		<b>45,000</b>	<b>45,000</b>
070-500-70-035-00	Office Supplies/Expenses	1,100	1,100
070-500-70-038-00	Fire Extinguisher Service	650	625
070-500-70-061-00	Propane	1,150	1,100
070-500-70-085-00	Equip/Software Maint Agreemnts	1,200	1,100
070-500-70-130-00	Printing & Advertising	650	600
070-500-71-060-00	Gas & Oil	5,500	5,000
070-500-71-062-00	Diesel Fuel	12,500	12,000
070-500-71-095-00	EMS Equipment		500
070-500-71-100-00	Operating Supplies/Expenses	3,750	3,500
070-500-71-101-00	Fire Prevention Supplies	750	500
070-500-71-111-00	Small Tools Purchasing	250	250
070-500-71-111-01	Small Tools Replacement	250	250
070-500-71-111-11	Barton Bay Doors	1,000	1,000
070-500-71-111-38	Annual Ladder/Pump Testing	800	750
070-500-71-150-00	Repair & Maint General	3,500	3,200
070-500-71-150-01	Repair & Maint Apparatus	16,000	15,500
070-500-71-153-00	Pest Control	800	800
070-500-71-161-00	Safety Equipment	750	500
070-500-71-161-02	SCBA Maintenance	6,500	6,500
070-500-71-191-00	Communications (phone)	1,200	1,200
070-500-78-010-00	General Liability	21,500	21,000
070-500-79-025-01	IT Services	2,750	2,500
070-500-79-030-00	Audit Fees	800	750
<b>Total Other Operating Exp</b>		<b>83,350</b>	<b>80,225</b>
070-500-79-035-00	Cal Fire Contract	838,084	808,202
070-500-79-045-00	Cal Fire Amador	232,252	216,400
<b>Total Cal Fire</b>		<b>1,070,336</b>	<b>1,024,602</b>
070-500-70-192-00	Utilities	13,200	12,100
<b>Total Utilities</b>		<b>13,200</b>	<b>12,100</b>
070-500-79-015-00	Legal Fees	7,000	7,000
<b>Total Legal Fees</b>		<b>7,000</b>	<b>7,000</b>

<b>Total Fire Expenses</b>		<b>1,231,986</b>	<b>1,181,767</b>
<b>Total Fire Dept Disburse</b>		<b>1,245,876</b>	<b>1,195,253</b>
	<b>Total Operating Revenue</b>	968,500	914,500
	<b>Total Operating Disbursements</b>	(1,245,876)	(1,195,253)
	<b>Operating Gain (Deficit)</b>	(277,376)	(280,753)
	<b>Total Capital Projects</b>		
	<b>Use of Prior Year Cash Reserves</b>		
	<b>Operating Gain (Deficit)</b>	(277,376)	(286,253)

## FY 2016-17 Park Fund Budget Summary

Community Development Block Grant money traditionally was an opportunity to apply for grants for parks and recreation, however under the new guidelines, recreation grants are not being funded. There is a Capital Improvement request in the FY 2016-17 budget for \$25,000 for playground equipment for Mary Laveroni Park. Please note that an annual transfer can be made by the Board to the Park Fund when it is determined that the Government Fund came in under budget at the close of the fiscal year.

<b>Total Operating Revenue</b>	968,500
<b>Total Operating Disbursements</b>	<u>(1,245,876)</u>
<b>Operating Gain (Deficit)</b>	<u>(277,376)</u>
<b>Total Capital Projects</b>	<u>-</u>
<b>Use of Prior Year Cash Reserves</b>	<u>-</u>
<b>Operating Gain (Deficit)</b>	<u><u>(277,376)</u></u>

<i>FY 2016-17 Parks Budget Proposed</i>			
<b>PARKS</b>		<b>FY 2016-17</b>	<b>FY 2015-16</b>
<b>REVENUE</b>		<b>Proposed</b>	<b>Adopted</b>
080-000-45-011-00	General Property Taxes	79,458	77,900
<b>Total Property Taxes</b>		<b>79,458</b>	<b>77,900</b>
080-000-43-020-00	Use Fees	1,000	1,000
080-000-43-022-00	Permit Fees Dog Park	1,500	1,500
<b>Total Other Oper Rev</b>		<b>2,500</b>	<b>2,500</b>
<b>Total Revenue</b>		<b>81,958</b>	<b>80,400</b>
<b>ADMIN</b>			
080-100-50-201-00	Wages	2,000	2,000
080-100-50-213-00	Administrative Leave	20	20
080-100-50-230-00	Vacation Leave	40	40
080-100-50-240-00	Sick Leave	40	40
080-100-50-250-00	Holiday Pay	40	40
080-100-52-001-00	PERS Expense	278	278
080-100-52-003-00	FICA Expense	45	45
080-100-52-008-00	Medicare	45	45
080-100-52-009-00	SUI-State Unemployment Ins,	25	25
080-100-52-010-00	Workers Compensation	45	45
080-100-52-030-00	Health Insurance	200	200
080-100-52-040-00	Retired Members Medical		
080-100-52-060-00	Long Term Disability	10	10
<b>Benefits</b>		<b>2,788</b>	<b>2,788</b>
<b>Legal Fees</b>			
080-100-79-015-00	Legal Fees	3,500	3,500
<b>Total Legal Fees</b>		<b>3,500</b>	<b>3,500</b>
080-100-52-100-02	Transfer to OPEB Trust	200	200
080-100-52-100-04	Transfer to Pension Liab Acct	200	200
<b>OPEB/Pension</b>		<b>400</b>	<b>400</b>
080-100-70-290-00	Misc Expense		
080-100-75-750-00	Depreciation		
080-100-78-010-00	General Liability	2,400	2,400

080-100-78-040-00	Dog Park Expense	400	400
080-100-79-030-00	Audit Fees	600	600
<b>Total Other Operating</b>		<b>3,400</b>	<b>3,400</b>
<b>Total Administration</b>		<b>10,088</b>	<b>10,088</b>
<b>MAINTENANCE</b>			
080-300-50-201-00	Wages	15,799	15,799
080-300-50-230-00	Vacation Leave	712	712
080-300-50-240-00	Sick Leave	776	776
080-300-50-250-00	Holiday Pay	688	688
<b>Total Wages</b>		<b>17,975</b>	<b>17,975</b>
080-300-52-001-00	PERS Expense	2,205	2,205
080-300-52-003-00	FICA Expense	1,202	1,202
080-300-52-008-00	Medicare	281	281
080-300-52-009-00	SUI-State Unemployment Ins,	182	182
080-300-52-010-00	Workers Compensation	1,243	1,243
080-300-52-030-00	Health Insurance	2,000	2,000
080-300-52-060-00	Long Term Disability	101	101
<b>Total Benefits</b>		<b>7,214</b>	<b>7,214</b>
080-300-70-091-00	Janitorial Expense	12,000	10,000
080-300-71-150-00	Repair & Maintenance	2,000	2,000
080-300-71-153-00	Pest Control	250	250
080-300-71-154-00	Turf Maintenance	1,500	1,500
080-300-71-161-00	Safety Equipment	2,000	2,000
<b>Total Other Operating</b>		<b>17,750</b>	<b>15,750</b>
080-300-71-192-00	Utilities-PG&E-Power	2,800	2,800
080-300-71-192-01	Power-TCPPA/PML	5,500	5,500
080-300-71-192-02	Utilities-GCSD Water & Sewer	34,000	25,000
080-300-71-192-04	Utilities-Trash Removal	1,000	1,000
<b>Total Utilities</b>		<b>43,300</b>	<b>34,300</b>
<b>Total Maintenance</b>		<b>86,239</b>	<b>75,239</b>
<b>CAPITAL PROJECTS</b>			
080-800-80-320-00	Playground Equip Constructio	25,000	3,000
080-800-80-325-00	Sidewalk/Bridge Replacement		25,000
<b>Total Capital Projects</b>		<b>25,000</b>	<b>28,000</b>
<b>Total Park Disbursements</b>		<b>96,327</b>	<b>85,327</b>
	<b>Total Operating Revenue</b>	<b>81,958</b>	<b>80,400</b>
	<b>Total Operating Disbursements</b>	<b>(96,327)</b>	<b>(85,327)</b>

	<b>Operating Gain (Deficit)</b>	(14,369)	(4,927)
	<b>Total Capital Projects</b>	(25,000)	(28,000)
	<b>Use of Prior Year Cash Reserves</b>		
	<b>Operating Gain (Deficit)</b>	(39,369)	(32,927)





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**Groveland Community Services District Request for Proposal**

**Sanitary Sewer Rate Study Services Deadline:**

**[INSERT DATE]**

The Groveland Community Services District (the "District") is requesting proposals to conduct a comprehensive sewer rate study that will provide the basis for establishing sewer rates that adequately and equitably fund the District's sewer operations, while minimizing rate fluctuations.

Proposers have the option of submitting their proposal electronically, as a PDF file, or in hard copy form (minimum of 3 hard copies). Proposals must be received by the District on or before 4:00 p.m. on **April \_\_\_\_\_, 2016**. Proposals and all inquiries relating to this RFP should be addressed to:

**Contact Information**

All correspondence, including all questions and final proposals, must be submitted to:

Groveland Community Services District  
Attn: Jon Sterling, General Manager  
18966 Ferretti Rd  
P.O. Box 350  
Groveland, CA 95321  
209-962-7161ext. 105  
jsterling@gcsd.org

**Proposed Schedule of Events**

- Issue RFP [INSERT DATE]
- Question Deadline [INSERT DATE]
- Response to Questions [INSERT DATE]
- RFP Submittal Deadline [INSERT DATE]
- Interviews (if required) [INSERT DATE]
- Board Approval of Firm [INSERT DATE]
- Execution of Agreement [INSERT DATE]
- Completion of Report [INSERT DATE]
- Rate Presentations [INSERT DATE]
- Public Hearing Process [INSERT DATE]



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### **Introduction**

The District is soliciting proposals from qualified consulting firms to conduct a comprehensive wastewater rate study which shall include evaluating the District's current wastewater rates, developing a rate model to address funding of operations and capital improvements over the next five years, and formulating new wastewater rate structures. More specifically, the selected consultant shall perform all tasks specified in the Scope of Work section of this RFP and is encouraged to include in its proposal any suggested additions or modifications to the scope that will enhance or clarify the study. If the District deems it necessary, the selected consultant may be contracted to perform additional duties, including but not limited to additional rate studies and the development of new rate categories.

### **Background**

The Groveland Community Services District (GCS D) is a Special District formed by the State of California. Our mission is to provide environmentally sound, economic, and compliant services that meet our customer's needs for water and wastewater treatment, fire protection, and park facilities in the unincorporated township of Groveland, California.

The GCS D service area covers approximately 15 square miles in southern Tuolumne County. The District is bounded on the north by the Tuolumne River, on the south by Mariposa County, on the east by the Stanislaus National Forest, and on the west by Moccasin.

The District owns and operates the regional wastewater collection, treatment, and regional recycled water system, which provides sewer service to approximately 1,500 customers within the District's service area. The system includes 35 miles of pipeline, 7 miles of Force Mains and 16 sewer lift stations. Included in the service area are areas of the community having been determined Disadvantaged Community (DAC) and Severely Disadvantaged Community (SDAC).

The activities of the District are governed by a five (5) member Board of Directors, each of whom is elected to office for a four-year term. Day-to-day management of the District is delegated to a General Manager, who is appointed by and reports to the Board of Directors. sewer operating revenues and expenses for fiscal years 2010 through 2014 is as follows:



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Sewer System Operating Revenue/Expenses (\$)

	<u>FY 2010-11</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Operating Rev:	1,545,111	1,451,222	1,455,519	1,450,065	1,484,955
<u>Operating Exp:</u>	<u>1,410,560</u>	<u>1,382,662</u>	<u>1,433,612</u>	<u>1,272,542</u>	<u>1,099,092</u>
Oper. Income/(loss)	134,551	68,560	21,907	177,523	385,863

In fiscal year 2009-10 the District increased sewer rates by 0.8 percent. There have been no sewer rate increases since 2010. Current sewer rates were adopted by Ordinance 2-10.

Additional background information, including a copy of the District's Service Area Plan, and Utility Service Policy are available at [www.gcsd.org](http://www.gcsd.org).

**Rate Study Scope of Work**

The consultant is requested to develop a detailed scope of work based on information provided in this RFP as well as the needs of the District as described below. This is not a comprehensive list but includes some of the key items required to be included in the RFP response. The following analysis must be performed for the wastewater fund.

- Conduct a cost of service analysis
- Prepare a long Range Financial Forecast spanning ten years
- Assess the Affordability Index
- Incorporate into revenue modeling future capital and financing requirements for the projected lifetime of the system, and provide in an Excel compatible format
- Provide analysis for meeting operating reserve fund policies and potential rate stabilization components
- Address growth and projected demands for the wastewater systems as it relates to a new rate structure
- Develop sewer rate structure scenarios that consider fixed rate to variable rate components by Equivalent Dwelling Unit (EDU), make recommendations to Customer Classification considering cost of service in compliance with Proposition 218. Incorporate considerations for rebates for Grey Water systems, Winter Averaging (Landscape exemption) and Low Volume Usage based on the reduction to the expense under the fixed rate modeling. Recommended rate structures shall provide direct identification of revenues appropriated for major funded activities including but not limited to: operations and



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maintenance expenses, capital improvement expenses, and debt coverage requirements. Any recommended rate structure or model should take into consideration the ease of administration and understanding by the rate payer

- Develop rate structure in which the fixed rate component is based on the costs to serve customers by location based on geography
- Review and evaluate other fees such as late payment fees, connection fees, etc.
- Meet with the District, community groups, and building industry groups during the study to secure their input (assume a total of 4 meetings)
- Prepare a presentation to the public and the District Board of the recommended rate structure
- Develop the Proposition 218 Public Notification, prepare presentation for Public Hearing, and assist District staff with public hearing process and any other Proposition 218 items, attend and facilitate Prop 218 public meeting to respond to any inquiries about the rate study

If the District deems it necessary, the selected consultant may be contracted to perform additional duties. These duties may include, but are not limited to the following:

- Conducting additional rate studies
- Constructing new rate categories

### **Proposal Preparation**

The District requires prospective consultants to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposal must include, at a minimum, the following:

- Executive Summary - Include a one-page overview of the entire proposal describing the most important elements of the proposal.
- Information Page - Include name of firm submitting the proposal, contact information for the person that will act as project leader including name, title, address, telephone and fax numbers, and email address.
- Description of Study Understanding - Outline of the prospective consultant's understanding of the study and summarizing the basic approach to the rate study and revenue program.
- Methodology - Descriptions which enable the District to assess the prospective consultant's capability to conduct this study in a structured and efficient fashion.
- Scope of Work - Details with specific task descriptions to demonstrate that the



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prospective consultant has considered all aspects of the study and that the prospective consultant will cover them thoroughly.

- Project Organization and Key Personnel - Describe the proposed project organization, including identification and responsibilities of key personnel. Indicate the role and responsibility of prime consultants and all sub-consultants. Include resumes of key personnel assigned to the study.
- Qualifications - Description of the organization, including experience with wastewater rate studies, as well as other rate studies and revenue programs.
- Representative study descriptions and client references - Submit descriptions of three (3) similar assignments which were conducted by the prospective consultant, including other public agency's contact name and telephone number. Projects currently being performed may be submitted for consideration. Please provide two examples of completed reports for communities of similar size or service area.
- Work Schedule – Supply a timeline for developing the rate study and for the work leading up to the presentation of alternatives and the presentation of the preliminary and final reports. The timeline for completion should consider timing for the distribution of the 218 Notice, required public hearings and any other mandatory public contacts and communications so that proposed increases to rates, fees and charges, if any, can become effective.
- Proposed Fee Schedule - Proposals shall include a cost estimate for providing services, including the firm's billing rate schedule. The cost proposal shall include detailed information regarding the estimated number of hours to be dedicated to the District's engagement, delineated by staffing level and the hourly rate of each.
- Total All-Inclusive Maximum Price – The dollar cost bid should contain all pricing information. ***The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out of pocket expenses.***
- Insurance Requirements: During the entire term of its engagement, the Firm agrees to indemnify, defend and hold harmless the District and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from the Contractor's acts, errors or omissions and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law. The Firm also shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:
  - Workers' Compensation – A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California.



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- Comprehensive General and Automobile Liability Insurance – This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).
- Proof of Coverage: The Contractor shall furnish certificates of insurance to the District evidencing the insurance coverage prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty- (30) day written notice to the District. The Contractor shall maintain such insurance from the time the Contractor commences performance of services hereunder until the completion of such services.
- All responses and materials submitted become property of the District and are subject to the California Public Records Act.

### **Selection Criteria**

The District intends to engage the most qualified consultant available for this assignment. It is imperative that the consultant's proposal fully address all aspects of the RFP. Prospective consultants must provide District staff with clearly expressed information conveying the consultant's understanding of the project and the District's specific requirements. The following criteria shall be used to evaluate the consultant's offer of services:

- The professional experience and background of consultant including the experience of principals, project managers, and other key personnel.
- Record of similar work performed by the firm, the project team, and each project team member.
- Demonstrated experience and skill concerning rate studies for water and wastewater services.
- Completeness of the proposal and conformance to RFP requirements for content and format, and level of effort in answering the RFP.
- Technical quality of the approach and methodology, the level of effort utilized to identify key elements of the project, and suggested approach to provide a successful project.
- The firm's ability to perform the services at a fair and reasonable price to the District.



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**Special Terms and Conditions**

District requires that the Rate Study work be performed by staff that have at least ten years' experience conducting rate study engineer reports.

All materials submitted in response to this RFP shall be considered the property of the District. Respondents will not be compensated for any expenses incurred in the process for responding to the RFP or, if requested, in submitting further information or appearing for an interview.

The District reserves the right to reject any or all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.

**Selection Procedure**

A selection committee will evaluate each proposal and forward recommendations to the District Board, who will in turn execute a contract with the Consultant to perform the requested services. The selection committee may choose to interview applicants as a part of the selection process.

District staff anticipates the Consultant contract will be awarded on or before. The contract will be awarded to the proposer whose offer conforms to the solicitation and which will be, in the opinion of the District, the most advantageous to the District.

## INFORMATION ITEM AGENDA SUBMITTAL

**To:** GCSD Board of Directors

**From:** GCSD Staff

**Date:** May 9, 2016

**Subject:** Discussion of Proposed Revised Monthly Water Bond Debt Service Customer Charges

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### Summary

The District recently refinanced both of its Water Bonds, one in 2013 formerly known as the 1998 Installment Sale Agreement which was executed to finance the acquisition, construction, and improvement of water storage and treatment facilities. The loan was issued for \$3,117,831 and a \$9.83 monthly charge is paid by all GCSD water customers. The second was refinanced in 2014, and was formerly known as the 2007 Water Debt Service in the amount of \$5,031,500 used to pay for federal and state mandated upgrades to the two water treatment plants, construction of the emergency water supply system (AWS), and upgrade the radio telemetry and control (SCADA) system. A monthly charge of \$10.75 is paid by all GCSD water customers.

As a result of the refinancing, there was a minimal cost savings to the District over the lifetime of the two bonds. Originally, the Board decided not to adjust the monthly collected bond charges from customers and to use the money saved towards District capital improvement projects. After the Board approved the new water rates on January 13, 2016 that addressed the District's Capital Improvement needs, staff revisited the two bonds to address the possibility of adjusting the monthly customer bond charges. In reviewing the District's Bond Payment account, it was noted that after all annual bond payment obligations have been met, there was approximately \$833,000 left in the account. After further investigation, it was discovered that between the two bonds, \$138,000 was left in the account after all bond payments had been made in FY 2014-15, \$115,000 in FY 2013-14, \$55,000 in FY 2012-13, and \$24,000 in FY 2011-12. FY 2011-12 represents the average amount carried forward before the Bonds were refinanced. As a result, the excess collected each year has brought the leftover balance in the account to approximately \$833,000.

Staff contacted Jamie Matthews with Gilbert and Associates, the District's contracted CPA, and requested that she recalculate the monthly bond customer charges using the figure of \$758,000 to subtract from the current total bond obligations, and to make sure that the future charge only collected enough revenue to meet the annual bond payment obligation. The \$758,000 is the figure after \$75,000 was subtracted from the \$833,000, which is what staff thought would be sufficient for reserve if the District faced any future collection issues. A calculation using 48% of total available funds towards the 2013 Bond and 52% towards the 2014 Bond was used as this represents the ratio between the total of the two bonds.

The final calculations result in the 2013 Water Bond being reduced from \$9.83 per month to \$6.99 and the 2014 Water Bond being reduced from \$10.75 to \$8.99 for a total monthly reduction of \$4.60 between the two. These monthly charges fluctuate based on the customer's meter size using the meter size equivalency as stipulated in the District's Water Ordinance.

### \*Side Notes\*

Staff looked into making a prepayment on the Bonds with the excess money, but discovered that the 2014 bond agreement does not allow for any such additional payments until July 2019. The 2013 does allow



for a prepayment according to Rabobank, but staff has not yet received a revised amortization schedule to reflect such payment. Staff has submitted the District's recalculations to Bond counsel for review and approval.

Staff would like the Board to approve the new water bond customer charges as stipulated in this submittal at their June 13<sup>th</sup> meeting; this would allow the new rates to go into effect on the July 1<sup>st</sup> billing with the start of the new fiscal year.

**Attachments:**

1. Bond Recalculation Document
2. Exhibit from District Water Ordinance Regarding EMU calculation

**CURRENT CHARGES**

Meter Size	^a EMU Ratio*	^a Monthly Rate	Monthly Rate by Bond Issue		
			2013	2014	Monthly Rate
5/8-3/4"	1.0	20.58	9.83	10.75	20.58
1.0-inch	1.6	32.93	15.73	17.20	32.93
1.5-inch	2.6	53.51	25.56	27.95	53.51
2.0-inch	3.5	72.04	34.41	37.63	72.04
3.0-inch	5.5	113.2	54.07	59.13	113.2
4.0-inch	7.8	160.52	76.67	83.85	160.52
			48%	52%	100%

No. of Accounts	Monthly Rate	Monthly Charge by Bond Issue			Monthly Charge - % of Total
		2013	2014	Total Monthly Charge	
3186	20.58	31,318	34,250	65,568	96.34%
31	32.93	488	533	1,021	1.50%
4	53.51	102	112	214	0.31%
6	72.04	206	226	432	0.64%
3	113.2	162	177	340	0.50%
3	160.52	230	252	482	0.71%
	452.78	32,507	35,549	68,056	100%

**DEBT SERVICE SCHEDULES**

Feb 2013 Water

Year	Principal	Interest	Totals	Months	Payments per Month
2016	204,449	101,711	306,160		
2016				1	
2017	209,448	94,146	303,594	12	
2018	219,449	86,396	305,845	12	
2019	229,449	78,277	307,725	12	
2020	239,448	69,787	309,236	12	
2021	249,448	60,928	310,376	12	
2022	259,448	51,698	311,146	12	
2023	269,449	42,098	311,547	12	

2024	279,449	32,129	311,577	12
2025	289,448	21,789	311,238	12
2026 (1/10/26)	299,447	11,080	310,527	6
2027				pass on 10 days in January
2028				
<b>O/S @ 6/1/16</b>	<b>2,544,483</b>	<b>548,327</b>	<b>3,092,811</b>	<b>115</b>

	Principal	Interest	Months	Payments per Month
<b>2015 Water (Series 2014)</b>				
2016	242,959	135,439		378,398
<i>payments on 7/10/15 &amp; 1/10/16</i>				
2016			1	
2017	251,908	126,490	12	378,398
2018	261,186	117,212	12	378,398
2019	270,807	107,591	12	378,398
2020	280,781	97,617	12	378,398
2021	291,124	87,274	12	378,398
2022	301,847	76,551	12	378,398
2023	312,964	65,434	12	378,398
2024	324,492	53,906	12	378,398
2025	336,444	41,954	12	378,398
2026	348,836	29,562	12	378,398
2027	361,685	16,713	12	378,398
2028 (7/10/28)	185,807	3,391		189,198
<b>O/S @ 6/1/16</b>	<b>3,527,881</b>	<b>823,695</b>		<b>4,351,576</b>
				pass, only 10 days
				32,719

**CALCULATIONS FOR NEW RATES**

	Feb 2013 Water	2015 Water (Series 2014)	Total
O/S @ 6/1/16	3,092,811	4,351,576	7,444,387
Funds available	435,119	397,881	833,000 ^e
Difference	2,657,692	3,953,695	
Number of Months remaining for bond payments	115	133	
Monthly Charge	23,110.36	29,727.03	52,837

Monthly Charge:  
June 2016-  
December 2025

52,837 final payment due 1/10/26

Monthly Charge:  
Jan 2026-June 2028

29,727 final payment due 7/10/28

**Monthly Charge: June 2016-December 2025**

	No. of Accounts	% of Total Current Monthly Charge	Monthly Charge		Monthly Rate per Customer			Diff	
			2013	2014	Total	2013	2014		Total
5/8-3/4"	3186	96.34%	22,265	28,640	50,906	6.99	8.99	15.98	(4.60)
1.0-inch	31	1.50%	346.65	445.90	792.55	11.18	14.38	25.57	(7.36)
1.5-inch	4	0.31%	72.68	93.49	166.18	18.17	23.37	41.54	(11.97)
2.0-inch	6	0.64%	146.78	188.80	335.58	24.46	31.47	55.93	(16.11)
3.0-inch	3	0.50%	115.32	148.34	263.66	38.44	49.45	87.89	(25.31)
4.0-inch	3	0.71%	163.53	210.35	373.87	54.51	70.12	124.62	(35.90)
			23,110.36	29,727.03	52,837.39			351.53	
								452.78	

% of total before 0.05 0.05 0.05 0.07 0.07 0.12 0.12 0.16 0.16 0.25 0.25 0.35 0.35

% of total after 0.05 0.05 0.07 0.07 0.12 0.12 0.16 0.16 0.25 0.25 0.35 0.35

**Monthly Charge: Jan 2026-June 2028**

	No. of Accounts	% of Total	Monthly Charge		Monthly Rate per Customer		
			2014	Total	2013	2014	Total
5/8-3/4"	3186	96.34%	28,640.15	28,640.15	-	8.99	8.99
1.0-inch	31	1.50%	445.90	445.90	-	14.38	14.38
1.5-inch	4	0.31%	93.49	93.49	-	23.37	23.37
2.0-inch	6	0.64%	188.80	188.80	-	31.47	31.47
3.0-inch	3	0.50%	148.34	148.34	-	49.45	49.45
4.0-inch	3	0.71%	210.35	210.35	-	70.12	70.12
			29,727.03	29,727.03			

**Tickmark Explanations**

^a	Obtained the table from Section A2.08 below from our Water Ordinance that states how the bonds are charged based on meter size. The figures combine the two water bonds.
^b	Obtained the rate by bond from the GCSD Rate Sheet 2016 (refer to w/p 2 in this tab.) Amount agrees in total to the source above. GAI will use this rate by bond to figure out the rate by bond for the other variable rates because the source in ^a is combined.
^c	Refer to ^b. GAI broke out rates by bond issue by using the break-out on the rate sheet.
^d	Obtained from the report filed in this tab as source #3.
^e	Funds were allocated based on the % of fees charged to customers for each bond. The amount held as of 23/1/16 was ~\$908k. We subtracted \$75k as a reserve for collection issues.
^f	Allocated based on the % of the currentl montly charge.

		Cash Deposit with the District, shall be provided for estimated cost of the construction project using prevailing wage rates.
Maintenance Bond		After the project is finished, but prior to District acceptance, the owner shall furnish the actual cost of construction. The Maintenance Bond will be set at 25% of the actual cost of the project. The Maintenance Bond shall remain in effect for one year after final acceptance by the District.
Single Family Residence Connection Fee	\$2,062.00	Payable after District acceptance of the Improvement project, but prior to the start of construction. Application Fee: \$200.00 Meter Charge: \$210.00-\$2,715.00 Participation Fee: \$1,827.0000-\$36,542.00 (Section A2.02.2, A2.02.3)
4-inch Commercial Connection Fee	\$39,282.00	
Service Box	\$400.00 to \$1,200.00	The actual cost for meter box, fittings, and labor and equipment installed by the District. The typical installation ranges from \$400 to \$1,200, depending on size and complexity of service. (Section A2.02.1)

**Section A2.06 Temporary Authorized Use of Fire Hydrant Water (Ref. Section 12.03)**

District may authorize the temporary beneficial use of water from fire hydrants. The District has identified four hydrants throughout the service area from which water can be drawn after receiving permission from the District.

The follow fees and charges will apply:

- Non-Refundable Service Charge (for flow meter and backflow device) \$100.00
- Hydrant Charge \$ 5.00 per day
- Hydrant Change Charge \$65.00 per move
- Water Use Charge \$ 0.70 per 100 gallons

Damage done to the hydrant and/or meter by the customer will be repaired at the customer's expense.

**Section A2.07 Charge for Unauthorized Use of Fire Hydrants (Ref. Section 12.07)**

In the event any person, other than organized fire protection agencies, makes any connection to a fire hydrant without written permission from the District, a charge of One Thousand Dollars (\$1,000.00) shall be paid to the District by the person making such connection. Any such unauthorized connection shall be immediately disconnected upon discovery thereof, and no further connection by said person shall be permitted until such payment of the charge for unauthorized use plus the estimated water use rendered by the District has been paid.

**Section A2.08 District-Wide Debt Service Charges (Ref. Section 14.03)**

The District has incurred debt in the form of bonds or other types of loans for all customers of the District. The amount of the monthly debt service charge is based on meter size, using the meter size equivalency calculated by Hilton, Farnhopf & Hobson, 1995. At the time of passage of this Ordinance, the District-wide debt service charged to customers each month on utility bills is as follows:

Meter Size	EMU Ratio*	Monthly Charge
5/8-3/4"	1.0	\$ 20.58
1.0-inch	1.6	\$ 32.93
1.5-inch	2.6	\$ 53.51

2.0-inch	3.5	\$ 72.04
3.0-inch	5.5	\$113.20
4.0-inch	7.8	\$160.52

**Section A2.09      Charge for Tampered or Destroyed Meter Locks (Ref. Section 16.02)**

If the customer tampers with or destroys a meter lock installed by the District, a charge of Twenty-Five Dollars (\$25.00) will be billed to the customer.

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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
May 9, 2016

To: Board of Directors

From: Josh White, Fire Chief  
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – March 28, 2016 to April 24, 2015

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**Operations:**

**Emergency Incident Response:**

On March 29<sup>th</sup> CAL FIRE and Groveland fire units responded to a vegetation fire on Smith Station Road. Upon arriving at scene, there was a 40' x 40' spot of vegetation burning uphill at a slow rate of spread. Fire crews were able to control the fire immediately. The cause of the fire was determined to be an escaped burn pile.

On April 18<sup>th</sup>, Groveland fire units responded to a recreational vehicle fire on Ferretti Road. Upon arriving at scene, there was a fully involved 20' recreational vehicle. Fire crews quickly extinguished the fire preventing any spread into the vegetation. The cause of the fire was determined to be electrical.

On April 18<sup>th</sup> while conducting area orientation training, Engine 781 and Engine 4466 responded to a difficulty breathing on Smith Station Road. Upon arrival our crews found the patient unresponsive and not breathing. They immediately initiated CPR and Basic Life Support care until the ambulance arrived. Crews were able to regain pulses and the patient was transported to Sonora Regional Medical Center.

**Apparatus and Equipment:**

All equipment is in service and available

**Fuel Reduction:**

Chief White, Division Chief Sanders and Forester II Frese met with the Groveland Community at Tenaya Elementary School to discuss the Tuolumne County Dead and Dying Tree Removal. Items addressed were how to effectively reduce the risk and vulnerability of the community by PRC4291 Inspections, reducing fuels through grants, and mitigation measures. CAL FIRE is working cooperatively with Tuolumne County, PG&E, GCSD, SWIFT, and the Highway 108 Fire Safe Council to keep the community fire safe.



**Training:**

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

**Firefighter Academy**

The Battalion sent Fire Apparatus Engineer Richard Shade to the CAL FIRE Firefighter Academy in Lone. He will be graduating April 29<sup>th</sup> and reporting to the District.

**Low Angle Rope Rescue Operations (LARRO):**

Fire crews trained how to safely set up rope systems to lower rescuers to victims, how to package victims, and how to use mechanical advantage to affect the rescue of the victim.

**Fire Prevention:**

One of our Battalion employees took part in a Fire Prevention course. This course provided the student with a basic knowledge and skills related to the Company Officer's role in fire prevention, the relationship between life safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection

**Fire Investigation:**

One Battalion employee completed a 40 hours course in Techniques of Fire Investigation. Topics included the juvenile fire setter, report writing, evidence preservation and collection, interview techniques, motives, and fire fatalities.

**Bus Extrication Training:**

Battalion employees participated in the Bus Extrication Training provided by the District. Fire crews utilized the JAWS of Life and new extrication equipment recently purchased by the District.



# RESPONSE ACTIVITY TALLY REPORT

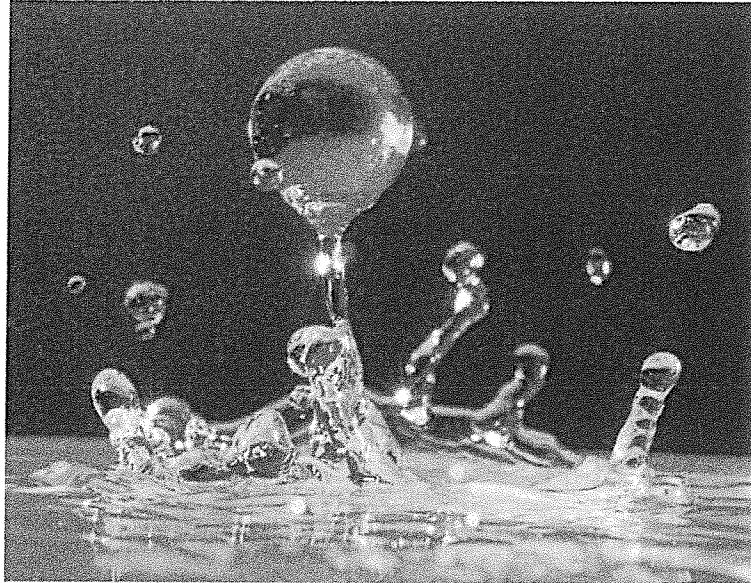
55045

GROVELAND CSD

Alarm Date From: 3/28/2016 To: 4/24/2016

Report Date 5/2/2016

INCIDENT TYPE	INCIDENT TYPE DESCRIPTION	INCIDENT COUNT
<b>GCS</b>		
321	EMS call, excluding vehicle accident with injury	20
400	Hazardous condition, other	1
551	Assist police or other governmental agency	7
553	Public service	15
700	False alarm or false call, other	1
	<b>Subtotal</b>	<b>44</b>
<b>GRV</b>		
321	EMS call, excluding vehicle accident with injury	1
	<b>Subtotal</b>	<b>1</b>
<b>FDID 55045</b>	<b>GROVELAND CSD</b>	<b>Grand Total 45</b>



# ACCOUNTS PAYABLE CHECK LISTING

April, 2016  
Fiscal Year 15/16  
Board Approval \_\_\_\_\_

# Bank Reconciliation

## Checks by Date

User: dpercoco  
 Printed: 04/29/2016 - 12:27PM  
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
114207	4/1/2016	Matthew Dickens		PR		376.56
114208	4/1/2016	Jonathan Sterling		PR		2,959.07
114224	4/1/2016	Operating Engineers Local #3		AP		258.94
114225	4/1/2016	Motherlode Bank		AP		712.50
114226	4/1/2016	Rabobank, N.A.		AP		1,412.50
901583	4/1/2016	Dept of Child Support Services		AP		482.41
901584	4/1/2016	EDD - Electronic		AP		1,204.82
901585	4/1/2016	Federal EFTPS		AP		8,076.66
901586	4/1/2016	Pers - Electronic		AP		8,154.94
901587	4/1/2016	TD Ameritrade Trust Co.		AP		800.00
114228	4/8/2016	David Young		PR		943.79
14129	4/11/2016	AM Consulting Engineers, Inc.		AP		5,150.00
14130	4/11/2016	Aqua Labs		AP		2,945.00
14131	4/11/2016	CMRS-FP		AP		600.00
14132	4/11/2016	CV Industrial Corp		AP		570.90
14133	4/11/2016	Dataprose Inc.		AP		1,844.52
14134	4/11/2016	E-Spon Technology		AP		900.00
14135	4/11/2016	Ferguson Enterprises Inc. #1423		AP		715.93
14136	4/11/2016	GCSO		AP		2,404.12
14137	4/11/2016	General Supply Co		AP		142.97
14138	4/11/2016	Grainger		AP		35.49
14139	4/11/2016	Lowe's Companies, Inc.		AP		983.67
14140	4/11/2016	Moore Bros. Savenger Co., Inc.		AP		867.76
14141	4/11/2016	Mother Lode Answering Service		AP		144.00
14142	4/11/2016	Mountain Oasis Water Systems		AP		67.00
14143	4/11/2016	Neumiller & Beardslee		AP		2,396.86
14144	4/11/2016	Orchard Business/SYNCB		AP		56.42
14145	4/11/2016	O'Reilly Auto Parts		AP		731.56
14146	4/11/2016	Ronald Percoco		AP		2,135.00
14147	4/11/2016	PG&E		AP		670.43
14148	4/11/2016	Pine Alley Saw Shop		AP		42.73
14149	4/11/2016	PML Hardware & Supply Inc.		AP		394.29
14150	4/11/2016	QPCS		AP		719.18
14151	4/11/2016	Ray Suess Insurance & Invst		AP		3,551.35
14152	4/11/2016	San Francisco Public Utilities Commissi		AP		9,474.78
14153	4/11/2016	SDRMA		AP		25,992.76
14154	4/11/2016	Sonora Primary Care		AP		220.00
14155	4/11/2016	Staples Business Advantage		AP		165.25
14156	4/11/2016	Streamline		AP		200.00
14157	4/11/2016	Tuo. Co. Public Power Agency		AP		12,581.30
0	4/12/2016		DD 00002.04.2016	PR		16,614.05
114249	4/14/2016	James Koster		PR		628.17
114250	4/14/2016	Operating Engineers Local #3		AP		258.94
114251	4/14/2016	US Treasury		AP		230.87
901588	4/14/2016	Dept of Child Support Services		AP		482.41
901589	4/14/2016	EDD - Electronic		AP		1,141.78

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
901590	4/14/2016	Federal EFTPS		AP		7,994.10
901591	4/14/2016	Pers - Electronic		AP		13,381.03
901592	4/14/2016	TD Ameritrade Trust Co.		AP		800.00
114229	4/15/2016	Jonathan Sterling		PR		2,959.06
0	4/26/2016		DD 00003.04.2016	PR		16,392.50
114267	4/27/2016	Operating Engineers Local #3		AP		235.40
901593	4/27/2016	Dept of Child Support Services		AP		482.41
901594	4/27/2016	EDD - Electronic		AP		1,100.00
901595	4/27/2016	Federal EFTPS		AP		7,954.93
901596	4/27/2016	Pers - Electronic		AP		4,670.31
901597	4/27/2016	TD Ameritrade Trust Co.		AP		800.00
14159	4/28/2016	Arrow Glass		AP		387.50
14160	4/28/2016	AT&T		AP		2,455.73
14161	4/28/2016	AT&T Long Distance		AP		236.39
14162	4/28/2016	Atkinson, Andelson, Loya, Rudd & Ror		AP		117.50
14163	4/28/2016	Board Of Equalization		AP		131.68
14164	4/28/2016	W. H. Breshears		AP		2,534.26
14165	4/28/2016	Stephanie Brown		AP		50.64
14166	4/28/2016	Carbon Copy Inc.		AP		78.76
14167	4/28/2016	Columbia Communications		AP		708.00
14168	4/28/2016	Darby Davis		AP		7.15
14169	4/28/2016	Theo Edwards		AP		977.50
14170	4/28/2016	GE CAPITAL		AP		413.88
14171	4/28/2016	Gilbert Associates, Inc.		AP		3,100.00
14172	4/28/2016	Hach		AP		1,427.70
14173	4/28/2016	I.O.O.F. HALL		AP		78.72
14174	4/28/2016	Irrigation Design & Construction, Inc.		AP		109.76
14175	4/28/2016	Itron Electric Metering Co Inc		AP		657.95
14176	4/28/2016	J.S. West Propane Gas		AP		37.50
14177	4/28/2016	Brittany Kauffman		AP		20.82
14178	4/28/2016	KC Courier, LLC		AP		200.00
14179	4/28/2016	Terran & Marche Kizziar		AP		50.68
14180	4/28/2016	Patrick Laeng		AP		50.73
14181	4/28/2016	MetLife Small Business Center		AP		154.53
14182	4/28/2016	Neumiller & Beardslee		AP		1,590.20
14183	4/28/2016	PLIC-SBD Grand Island		AP		1,951.42
14184	4/28/2016	Potable Divers, Inc.		AP		7,300.00
14185	4/28/2016	Standard Insurance Co		AP		368.06
14186	4/28/2016	Staples Credit Plan		AP		752.32
14187	4/28/2016	Jonathan Sterling		AP		246.46
14188	4/28/2016	Tractor Supply Credit Plan		AP		128.99
14189	4/28/2016	Usa Blue Book		AP		755.56
14190	4/28/2016	Valco Instruments		AP		791.16
14191	4/28/2016	Verizon Wireless 5298		AP		188.22
14192	4/28/2016	Verizon Wireless 7706		AP		138.30
14193	4/28/2016	CHARLES VINN		AP		70.80
14194	4/28/2016	VSP		AP		347.04
14195	4/28/2016	Joe Yuen		AP		50.81
14196	4/28/2016	Robert & Mary Zullo, Trustees		AP		54.68
114252	4/29/2016	Jonathan Sterling		PR		2,959.06
Total Check Count:						96

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
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						209,891.88
Total Check Amount:						209,891.88

## Legal Fees

79-015	<u>CK#</u>	<u>Atkinson</u>	<u>CK#</u>	<u>Neumiller</u>
July			13449	\$ 2,237.00
August	13516	\$ 2,491.00	13534	\$ 1,449.00
September	13624	\$ 2,209.00	13702	\$ 691.00
October	13748	\$ 2,138.50	13771	\$ 1,807.00
November			13891	\$ 712.00
December	13922	\$ 164.50	13938	\$ 2,747.00
January			14014	\$ 2,553.70
February	14086	\$ 211.50	14143	\$ 2,396.86
March	14162	\$ 117.50	14182	\$ 1,590.20
April				
May				
June				

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<b>Total</b>		\$ 7,332.00		\$ 16,183.76
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<b>Legal Fee Total</b>	\$ 23,515.76			
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GROVELAND COMMUNITY SERVICES DISTRICT										
CASH BALANCES AS OF 4/30/2016										
Cash Accounts	Acct	Water	Sewer	Grunsky	Enterprise & D/G Funds	Fire	Parks	Total Government Funds		
Rabobank Operating Account	4498	374,467.81	725,310.53	1,281.49	1,101,059.83	424,179.05	129,913.56	554,092.61		1,655,152.44
Rabobank Investment (Operating Reserves)	2814	339,476.30	171,545.36	11,656.10	522,677.76	839,902.57	85,957.75	925,860.32		1,448,538.08
Rabobank Payroll Account	2426	3,513.14	3,626.54		7,139.68	1,997.12	1,597.44	3,594.56		10,734.24
Rabobank Drought Grant Account	5389	175,399.18			175,399.18					175,399.18
Rabobank Pension Acct	8958	15,005.75	11,004.27		26,010.02	45,017.31	200.18	45,217.49		71,227.51
Cash Drawer		168.00	132.00		300.00					300.00
Petty Cash		100.00	100.00		200.00					200.00
Cash in Co Treas SAD 77-1		6,429.46			6,429.46					6,429.46
LAIF Transferred to Investment Reserves Acct			59.51							
Total Unrestricted Cash		914,559.64	911,778.21	12,937.59	1,839,215.93	1,311,096.05	217,668.93	1,528,764.98		3,367,980.91
Water Bond Pymt Reserve	4662	976,169.80			976,169.80					976,169.80
Sewer Bond Pymt Reserve	4745		615,552.94		615,552.94					615,552.94
2013 Water Bond Sale - Restricted Reserve	2498	313,957.79			313,957.79					313,957.79
2014 BNY Water Bond Sale - Restricted Reserve	5112	378,848.23			378,848.23					378,848.23
2014 BNY Sewer Bond Sale-Restricted Reserve	9240		325,243.01		325,243.01					325,243.01
Total Restricted Cash		1,668,975.82	940,795.95		2,609,771.77					2,609,771.77
Total Cash and Investments		2,583,535.46	1,852,574.16	18,464.26	4,454,573.88	1,311,096.05	217,668.93	1,528,764.98		5,977,752.68