



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

June 29, 2023

10:00 a.m.

Location: 18966 Ferretti Road

Groveland, CA 95321

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

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

ACCESSIBILITY INFORMATION:

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

PUBLIC RECORDS:

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

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

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



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

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AGENDA

June 29, 2023

10:00 a.m.

Location: 18966 Ferretti Road

Groveland, CA 95321

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Nancy Mora, President

Janice Kwiatkowski, Vice President

John Armstrong, Director

Spencer Edwards, Director

Bob Swan, Director

1. Discussion and Action Items

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

- A. Adoption of a Resolution Authorizing the General Manager to Enter into a Professional Services Contract with White Brenner, LLC for General Counsel Legal Services for the District

2. Public Hearing

Conduct Public Hearing Regarding the Adoption of the FY 2023-2024 Preliminary Budget

- A. Adoption of a Resolution Approving the FY 2023-2024 Preliminary Budget Including Appropriations Limit, Investment of District Funds Policy, Miscellaneous Fee Schedule, Employee Salary Schedule, and Organizational Chart

3. Adjournment



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 29, 2023

SUBJECT: Agenda Item 1A: Adoption of a Resolution Authorizing the General Manager to Enter into a Professional Services Contract with White Brenner, LLC for General Counsel Legal Services for the District

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 32-2023 authorizing the General Manager to enter into a Professional Services Contract with White Brenner, LLC for General Counsel Legal Services for the District.

BACKGROUND:

On May 10, 2023, staff received a letter from Attorney Eric Nims notifying the District that their firm will no longer be able to represent GCSB due to the retirement of the firm's Municipal Agency Department's Lead Attorney, Dan Schroeder.

On May 24, 2023, the Board adopted Resolution 28-2023 *Authorizing the General Manager to issue Request for Proposal and Scope of Work for General Counsel Legal Services for the District*. On May 25, 2023, staff issued the Request for Proposals (RFP) on the CSDA RFP Clearinghouse, the RFP deadline was June 16th. The District received one (1) proposal from White Brenner, LLC; after reviewing White Brenner's Scope of Work staff has determined that White Brenner, LLC Firm is very experienced with Municipal Local Governments and currently serves as General Counsel for Georgetown Divide Public Utility District, Grizzly Flats Community Services District, Rio Linda-Elverta Community Water District, and San Simeon Community Services District to name a few.

Representation by Neumiller & Beardslee will expire after June 30, 2023, for this reason, staff is recommending the Board to authorize the General Manager to enter into a Professional Service Contract with White Brenner, LLC for General Legal Counsel before the end of June, to avoid a lapse in representation.

FINANCIAL IMPACT

The Firm will bill straight by the hour for General Counsel Legal Services. White Brenner, LLC bills at a blended rate for all professionals including attorneys, paralegals, and law clerks. Hourly time is billed in increments of 1/10 of an hour.

General Legal: \$200 per hour for all attorneys, paralegals, and law clerks

Special: \$295.00 per hour for all attorneys, paralegal, and law clerks

Cost Recovery: \$395.00 per hour for all attorneys, paralegal, and law clerks

The Firm does not charge for administrative professionals.

ATTACHMENTS:

1. White Brenner Proposal (linked)
<https://www.gcsd.org/files/66d3f7e37/Groveland+CSD+Proposal+for+General+Counsel+Services.pdf>
2. Professional Services Agreement (Draft)
3. Resolution 32-2023

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made this 29th day of June, 2023 by and between Groveland Community Services District, a special district organized under the laws of California (hereinafter called "District") and White Brenner, LLC hereinafter called "Consultant."

1. THE CONTRACT

This Contract consists of: (1) the general terms and conditions contained herein, and (2) the Exhibits attached hereto, as Exhibits A1 and A2 through B inclusive. The District has furnished the Consultant with the general program and requirements of Consultant's services and the Consultant acknowledges being informed as to the nature and extent of the services required. It is expressly understood between the parties that the District is relying on and looking to the Consultant for performing and establishing the specific and technical requirements of the professional services described below, except where otherwise provided.

2. THE PROFESSIONAL SERVICES

Consultant shall execute the following professional services specified in Exhibit A1 and A2 (Scope of Work) attached hereto and incorporated herein by reference.

3. COMPENSATION FOR SERVICES

Consultant shall receive compensation for performance of the professional services in the amount, and at the times specified, in Exhibit B (Compensation) attached hereto and incorporated herein by reference.

4. CONSULTANT'S RESPONSIBILITIES

A. The Consultant shall perform those services specified in Exhibit A (Scope of Work) and any such additional services as may be authorized in accordance with Article 6 hereof.

B. Consultant enters into this Contract, and will remain through the term of this Contract, as an independent contractor. Consultant agrees that Consultant is not and will not become an employee of the District while this Contract is in effect. Consultant is not entitled to the rights or benefits afforded to the District's employees, including but not limited to disability or unemployment insurance, worker's compensation, medical insurance, sick leave or other employment benefits. Consultant is responsible for providing at Consultant's own expense disability, unemployment, and other insurance, workers' compensation (as set forth below), training, permits, and licenses for Consultant and for Consultant's employees and subcontractors. The Consultant shall be responsible for methods and means used in performing the Consultant's services under this Contract.

C. In the event the Consultant's services are related to a particular project, the Consultant's services shall be performed in a manner, sequence and timing so that they will be coordinated with the needs of the District and other consultants, engineers, architects or contractors for the project. The District shall be the general administrator of the professional services for the project and shall facilitate the exchange of information amongst the consultants, engineers, architects or contractors retained by the District for the project as necessary for the coordination of the project. Except as authorized by the District, all communications between the Consultants and the District or others for the project shall be through the District.

D. The Consultant shall provide progress copies of drawings, reports, specifications and other necessary information to the District and other contracted consultants for coordination and review. All aspects of the project designed by the Consultant shall be coordinated by the Consultant, and the Consultant shall also become familiar with aspects of the project designed by the engineers and/or contracted consultants as necessary for the proper coordination of the project.

E. Consultant may, at Consultant's own expense, use any employees or subconsultants as Consultant deems necessary to perform the services required of Consultant by this Contract. The District shall not control, direct or supervise Consultant's employees or subconsultants in the performance of those services.

F. Consultant agrees that all designs, plans reports, specifications, drawings, inventions, processes and other information or documents produced by Consultant as a product of the performance of Consultant's services under this Contract will be and are hereby assigned to the District as the sole and exclusive property of the District and the District's assigns, nominees and successors, as well as any copyrights, patents, or trademarks obtained by Consultant in connection with the performance of services under this Contract.

G. Any written, printed, graphic, electronically or magnetically recorded information furnished by the District for Consultant's use are the sole property of the District. All such information shall be proprietary, including, but not limited to customer requirements, customer lists, marketing information and information regarding the project, the District's employees, products, services, prices, operations and subsidiaries. Consultant will keep such proprietary information in the strictest confidence, and will not disclose it by any means to any person except with the District's approval or except as required by law. On termination of the Contract, Consultant will return any proprietary information in Consultant's possession to the District.

H. Consultant agrees to indemnify and hold harmless the District, the members of its governing board and its officers, agents and employees from and against all demand, claims, damages, losses, liabilities, expenses and/or costs including reasonable attorney's fees and court costs, arising out of Consultant's willful misconduct, or negligent or reckless acts, errors, or omissions of services contemplated by this Contract, except however, for any such demands, claims, damages, losses liabilities, expenses and/or costs resulting from the willful misconduct, reckless acts, errors or omissions, or negligence of the District and/or its prorata share of negligence.

5. DISTRICT'S RESPONSIBILITIES

A. If the Consultant's services are related to a particular project, the District shall, with reasonable promptness, provide available information regarding the requirements for the project, including any existing or proposed plans and specifications and any requirements of public or quasi-public governmental agencies of which the District is aware.

B. The District may designate a representative authorized to act on the District's behalf with respect to the Consultant's services and, if applicable, the project. The District or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

6. TERMINATION, SUSPENSION OR ABANDONMENT

A. Notwithstanding any other provision of this Contract, this Contract may be terminated by either party at any time by giving thirty (30) days written notice to the other party. In the event of such termination, Consultant shall be compensated hereunder for the value of services performed to the date of termination. In the event of such termination without cause, the District shall not be entitled to rely upon, nor shall Consultant have any liability arising out of the District's use of incomplete designs, plans, reports, specifications, drawings, or other uncompleted tasks.

B. This Contract may be terminated by either party upon not less than seven (7) days written notice should the other party fail to substantially perform in accordance with the terms of this Contract through no fault of the party initiating the termination. For purposes of this subparagraph, the failure to substantially perform in accordance with this Contract includes, but is not limited to, the following:

(1) The District's failure to pay Consultant any compensation due within sixty (60) days after written demand for payment.

(2) Consultant's failure to competently complete the services specified under this Contract within the time periods specified herein or as reasonably directed by the District.

(3) Consultant's or the District's material breach of any representation or agreement contained herein.

(4) Failure of consultant to maintain insurance coverage as required in Section 7.

(5) Consultant may also withdraw from this Contract upon seven (7) days written notice in the event of the District's refusal to cooperate with Consultant or to follow Consultant's advice on any material matter, or the occurrence of any fact or circumstance that would render Consultant's services unlawful or unethical.

(6) In the event of any such termination, Consultant shall be compensated hereunder for the value of services performed to the date of termination.

7. INSURANCE COVERAGE

A. Consultant shall maintain insurance covering claims arising out of the performance of professional services under this Contract and caused by the errors, omissions or negligent acts for which the Consultant is liable, in an amount of no less than \$1,000,000 per occurrence. Additional coverage or terms may be required for Consultant's services related to a particular project.

B. The Consultant shall carry the following additional insurance:

C. General Liability Insurance, which insurance shall have limits of liability not less than the following:

Bodily Injury:	\$1,000,000 each occurrence
	\$1,000,000 each person
	\$2,000,000 aggregate
Property Damage:	\$1,000,000 each occurrence
	\$2,000,000 aggregate

Consultant shall furnish the District, upon request, with (1) a certificate of insurance countersigned by an authorized agent or representative of the insurance company, that the insurance policies will not be cancelled, altered or reduced without thirty (30) days prior written notice to the District and that the policy or policies do not exclude coverage for contractual liability, and (2) an endorsement to the General Liability Policy, in the form of CG2010, or such other form reasonably acceptable to the District, confirming that the District and/or any of the affiliates and additional entities of the District that the District may designate, are named as additional insured on such policies. In the event of cancellation for non-payment, the District may pay premiums due by Consultant and deduct the paid payment from amounts then or subsequently owing to the Consultant hereunder. Insurance limits called for herein shall be considered to be minimum and the District shall have the absolute discretion to require higher limits should the nature of the work and risks involved therein call for such higher limits.

8. SAFETY

A. Consultant shall strictly observe and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or properties or their protection from damage, injury or loss. Without limiting the foregoing, Consultant shall comply with requirements, regulations, orders and directives promulgated under the Federal Occupational Safety and Health Act, the California Occupational Safety and Health Act, and the California Safe Drinking Water and Toxic Enforcement Act of 1986.

B. Consultant shall be liable to the District for all loss, cost and expense attributable to any acts of commission or omission by the Consultant, or its employees or agents resulting from the failure to use reasonable safety precautions and programs or to comply with safety laws, regulations or ordinances, including but not limited to any fines, penalties or corrective measures.

9. PAYMENT PROVISIONS

A. Unless otherwise specified in Exhibit B, the Consultant shall render monthly invoices in duplicate covering work completed in such month. Invoices received by the tenth (10th) of the month and approved for payment shall be paid within thirty (30) days.

B. Additional services, beyond the services listed in Exhibit A, may be required by the District. Such additional services shall be performed only in accordance with Change Orders, authorized and issued by the District or the District's designated representative. Each Change Order shall list the scope of revisions to be performed, state the time within which the work is to be completed, designate any special conditions, and state the agreed upon compensation for such services.

10. MISCELLANEOUS PROVISIONS

A. This Contract represents the entire and integrated agreement for the services between the District and Consultant and may be amended only by written instrument signed by both the District and Consultant.

B. Any notices required to be given under this Contract by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested, by facsimile, or by any nationally recognized overnight service. Notices must be addressed to the parties at the addresses indicated on this Contract, but each party may change the address by giving written notice in accordance with this paragraph. Notices personally delivered will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of the date of receipt or the fifth day after mailing, whichever occurs first. Notices sent by overnight services or facsimile shall be deemed communicated as of the earlier of the date of receipt or twenty-four (24) hours after mailing.

C. If any provision of this Contract is held by a court of a competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

D. This Contract shall be binding upon the executors, administrators, heirs, successors and assigns of the District and the Consultant.

E. If any legal action or arbitration is instituted, including an action for declaratory relief to enforce or interpret the provisions of the Contract, the prevailing party will be entitled to reasonable attorney's and expert fees, which may be set by the court in such action or arbitration,

or in a separate action brought for that purpose, in addition to any other relief to which that party may be awarded.

F. This Contract will be governed by and construed in accordance with the laws of the State of California.

G. In the event that either the District or the Consultant shall at any time waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition, or obligation.

H. If any term, condition or covenant of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Contract shall be valid and binding on District and Consultant.

I. If the scope of services includes Consultant's assistance in applying for governmental permits or approvals, Consultant's assistance shall not constitute a representation, warranty or guarantee that such permits or approvals will be acted upon favorably by any governmental agency.

District Signature:

Consultant Signature:

By: _____
Groveland Community Services District

By: _____
White Brenner, LLC

Its: _____
General Manager, Peter Kampa

Its: _____

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

White Brenner, LLC
1414 K Street, 3rd Floor
Sacramento, CA 95814

Mailing Address:
P.O. Box 350
Groveland, CA 95321-0350

Tel: (916) 468-0946

Tel: (209) 962-7161

Exhibit A1

SCOPE OF WORK

Counsel is hired by and reports to the Board of Directors and is responsible for advising on all legal matters. The primary responsibilities the District will require of its counsel shall include, but are not limited to, the following:

- Represent and provide legal advice and consultation on a regular basis to the District and District Staff as requested or required. Contacts are usually made by email or telephone and same-day response is typically expected.
- Attend monthly Board meetings (when necessary) by zoom or in person and be prepared to advise the Board on matters on the agenda as well as procedural or substantive issues that arise during the meeting.
- Coordinate and manage the services and costs of all outside or special legal counsel within budgetary limits as approved by the Board.
- Recommend policies and procedures that comply with the requirements of the law.
- Keep the Board and District Staff informed of legislation or judicial opinions that have potential impact to the District.
- Prepare, review and revise staff documents, including, but not limited to, initiation of memorandums concerning legal issues, contracts, agreements, ordinances, meeting agendas, resolutions, land use decisions on appeal, and staff reports for the legal support of District functions and duties.
- Provide staff assistance, legal research and counseling related to the acquisition or sale of property, preparation of leases, deeds and easements, agreements, utility franchise agreements, operations governed by law, liability situations, grant guidelines, pension law, personnel, employee relations and other matters as necessary requiring legal advice.
- Provide guidance concerning the requirements of the Brown Act, Conflict of Interest (AB 1234), the Political Reform Act, the Public Records Act, due process, and other legal requirements imposed by statute and common law.
- Provide guidance and assist with the Proposition 218 process as it relates to rate increases by Special Districts.
- Assist with responses to Public Records Act requests when needed.
- Research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Board and District staff on legal matters pertaining to District operations.

- Represent the District as requested before other governmental bodies and agencies to promote the interest of the District.
- Perform other legal duties as may be required by the District as may be necessary to complete the performance and functions mentioned above.
- Promptly return all phone calls from the Board and District Staff.

DRAFT

Exhibit A2

SCOPE OF WORK

Firm shall perform the following Legal Services for District upon the request of District's General Counsel:

- Real estate transactions;
- Environmental, labor, and employment services;
- Routine legal advice, consultation, and opinions to District and the General Counsel;
- Legal compliance advice, including, but not limited to, conflicts of interest advice;
- General transaction work, including drafting contracts and agreements;
- Assistance in the preparation and review of construction and procurement documents;
- Monitoring pending and current state and federal legislation and case law, as appropriate; and
- Litigation.

Exhibit B

COMPENSATION

Fee Proposal

The Firm understands the challenges public agencies face in trying to balance selecting a firm that is the most qualified with the firm that is the most cost-effective. White Brenner combines both of these factors by implementing more cost-effective and efficient systems for delivering high quality legal services in a timely fashion and at an affordable cost. We believe the quality and depth of our experience and expertise is unmatched by any other firm, large or small. Our Firm will monitor the District's legal expenses and budget on a regular basis. Actively monitoring expenses allows our Firm the ability to work with the District to proactively address any budgetary concerns and set expectations.

Our Firm is consistently able to keep legal charges at or below the budgeted amount. When adjustments need to be made it is largely due to unforeseen issues such as unexpected litigation. When these unexpected events do occur, the Board of Directors and General Manager are immediately informed and an estimated budget for the unexpected event is created. The Board of Directors and General Manager are then in a position to be able to put together a budgetary plan even when the unexpected happens.

During the interview process, our Firm would welcome the opportunity to discuss a fee structure that would best suit the District's needs. Prior to any such discussions, the Firm proposes the following compensation arrangement. Below is an hourly fee structure for our public clients, which reflects our discounted rates for both General Counsel and Specialized services.

Hourly Billing

The Firm will bill straight by-the-hour for General Counsel legal services. White Brenner bills at a blended rate for all legal professionals including attorneys, paralegals, and law clerks. Hourly time is billed in increments of 1/10 of an hour.

General Legal: Blended at \$200.00 per hour for all attorneys, paralegals, and law clerks

Special: Blended at \$295.00 per hour for all attorneys, paralegals, and law clerks

Cost Recovery: Blended at \$395.00 per hour for all attorneys, paralegals, and law clerks

The Firm does not charge for administrative professionals.

General Counsel Legal Services: Examples of the legal services that are considered general legal services include the following:

- Routine legal advice, consultation, and opinions to the District and staff;
- Assistance in the preparation and review of agendas for Board meetings and other special meetings;
- Review of agreements, contracts and related documents, forms, notices, and other documents required by the District;

- Attendance, in-person or via video or teleconferencing, at scheduled Board meetings or other meetings as requested by the Board;
- Routine employment law advice and counsel; and
- Coordinating the work of outside legal counsel as needed and as directed by the Board and General Manager.

Special Counsel Legal Services: Special Counsel legal services will be provided in addition to, and billed separately from, the General Counsel legal services. Special Counsel legal services include all research, preparation, and follow through on various types of specifically requested special service matters including, but not limited to, litigation, water, complex land development and real estate transactions, matters paid for by enterprise funds, complex environmental, and complex labor and employment services, which will be provided at the hourly rates listed above.

RESOLUTION 32-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH WHITE BRENNER, LLC FOR GENERAL COUNSEL LEGAL SERVICES FOR THE DISTRICT

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

WHEREAS, on May 10, 2023, the District received a resignation notice from Neumiller & Beardslee Attorney and Counselors Law Firm; and

WHEREAS, on May 24th the Board directed staff to issue Request for Proposals (RFP) to retain General Legal Services for the District; and

WHEREAS, on May 25, 2023, District staff issued Request for Proposal for General Legal Counsel to the California Special Districts Association RFP Clearinghouse with the deadline being May 16, 2023; and

WHEREAS, the District received one (1) proposal from White Brenner, LLC; and

WHEREAS, after reviewing White Brenner, LLC Scope of Work staff has determined that White Brenner, LLC Firm is very experienced with Municipal Local Governments.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt Resolution 32-2023 authorizing the General Manager to enter into a Professional Services Contract with White Brenner, LLC for General Counsel Legal Services for the District.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on June 29, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 29, 2023.

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 29, 2023

SUBJECT: Agenda Item 2A: Adoption of a Resolution Approving the FY 2023-2024 Preliminary Budget Including Appropriations Limit, Investment of District Funds Policy, Miscellaneous Fee Schedule, Employee Salary Schedule, and Organizational Chart

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 33-2023 approving the FY 2023-2024 Preliminary Budget including appropriations limit, investment of District funds policy, miscellaneous fee schedule, employee salary schedule, and organizational chart.

BACKGROUND:

Before the Board is the draft preliminary FY 2023-24 Fiscal Year budget. Management will be presenting the detailed budget memo with the proposed final budget in August.

A few things to bring to the Board's attention regarding fund operating expense vs operating revenue:

- Water operating expenses exceed that of operating revenue for the projected fiscal year end and the proposed preliminary 2023/24 FY budget
- Sewer operating expenses are projected to exceed operating revenue in the proposed preliminary 2023/24 FY budget
- Fire operating expenses exceed that of operating revenue for the projected fiscal year end and the proposed preliminary 2023/24 budget
- Park operating expenses are projected to exceed operating revenue in the proposed preliminary 2023/24 FY budget

Management had to remove over \$500,000 from the sewer budget to reduce the impact to the ending unrestricted sewer fund balance. This fund is still experiencing a (\$184,017) deficit after the removal of items and will require an interfund loan transfer from the water fund. There have many delays, in addition to increases in project expense in the sewer fund that have affected the forecasted sewer cash flow.

ATTACHMENTS:

1. 2023-2024 Preliminary Budget
2. Appropriations Limit
3. Investment of District Funds
Policy
4. Miscellaneous Fee Schedule
5. Employee Salary Schedule
6. Organizational Chart
7. Resolution 33-2023

Groveland Community Services District
Proposed Preliminary FY 2023/24
Annual Budget

DISTRICT-WIDE SUMMARY	WATER			
	Budgeted 22/23	22/23 Projected FYE	Proposed 23/24	
Beginning Total Cash Balance	3,090,094	3,090,094	4,406,308	
Beginning Restricted Cash Balance			2,052,110	
Beginning Total Unrestricted Cash Balance	3,090,094	3,090,094	2,354,198	
Revenue				
Services Charges	\$ 2,617,311	\$ 2,551,206	\$ 2,554,267	0%
Fees	\$ 75,162	139,367	82,550	-41%
Taxes	\$ -	-	-	0%
Other Revenue	\$ 8,920	\$ 76,079	\$ 110,850	46%
TOTAL FUND REVENUE	\$ 2,701,393	\$ 2,766,652	\$ 2,747,667	-1%
Operating Expenses				
Salaries	\$ 730,477	\$ 681,522	\$ 759,192	11%
Benefits	284,520	273,806	307,376	12%
Retiree Medical	55,000	46,749	50,000	7%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	413,000	313,072	372,150	19%
Outside Services	281,000	204,447	311,250	52%
CAL FIRE (Schedule A)				0%
Other (incl. OPEB, Leases, Cost of Water)	457,020	401,760	460,462	15%
TOTAL FUND EXPENSES	\$ 2,221,017	\$ 1,921,356	\$ 2,260,430	18%
Administrative Cost Allocation	1,027,405	884,609	1,188,401	34%
TOTAL OPERATING EXPENSES	\$ 3,248,422	\$ 2,805,965	\$ 3,448,831	23%
TOTAL OPERATING BALANCE	\$ (547,029)	\$ (39,313)	\$ (701,165)	1684%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(2,734,130)	(2,689,867)	(6,734,237)	150%
Capital Outlay (Expenditures on Fixed Assets)	3,964,792	1,427,758	9,031,697	533%
NET CAPITAL EXPENSES	\$ 1,230,662	\$ (1,262,110)	\$ 2,297,460	-282%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	
TOTAL EXPENSES (LESS GRANTS)	\$ 4,479,084	\$ 1,543,855	\$ 5,746,291	272%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	\$ (607,417)	\$ (607,417)	\$ (609,472)	0%
Debt Service Payments	514,000	514,000	513,944	0%
WWTP Improvement Loan				0%
NET DEBT SERVICE	\$ (93,417)	\$ (93,417)	\$ (95,528)	\$ 0
GRAND TOTAL EXPENSES NET REVENUE	\$ (1,684,274)	\$ 1,316,214	\$ (2,903,097)	
ENDING TOTAL CASH BALANCE	\$ 1,405,820	\$ 4,406,308	\$ 1,503,211	
ENDING RESTRICTED CASH BALANCE		\$ 2,052,110	\$ -	
ENDING TOTAL UNRESTRICTED CASH BALANCE		\$ 2,354,198	\$ 1,503,211	
Interfund Loan Transfer from Water to Sewer			\$ (184,017)	
ENDING TOTAL UNRESTRICTED CASH BALANCE AFTER LOAN	\$ -		\$ 1,319,195	

Groveland Community Services District
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DISTRICT-WIDE SUMMARY	SEWER			
	Budgeted 22/23	22/23 Projected FYE	Proposed 23/24	% Diff
Beginning Total Cash Balance	2,825,243	2,825,243	1,788,237	
Beginning Restricted Cash Balance	1,128,688	1,128,688	1,079,589	
Beginning Total Unrestricted Cash Balance	1,696,555	1,696,555	708,648	
Revenue				
Services Charges	\$ 2,320,902	\$ 2,302,371	\$ 2,288,026	-1%
Fees	36,750	73,372	35,450	-52%
Taxes	-	-	-	0%
Other Revenue	5,338	82,857	115,400	39%
TOTAL FUND REVENUE	\$ 2,362,990	\$ 2,458,600	\$ 2,438,876	-1%
Operating Expenses				
Salaries	\$ 631,415	\$ 572,801	\$ 656,108	15%
Benefits	244,686	236,918	264,343	12%
Retiree Medical	27,500	21,403	22,000	3%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	305,986	207,544	236,465	14%
Outside Services	330,400	174,229	182,732	5%
CAL FIRE (Schedule A)				0%
Other (incl. OPEB, Leases, Cost of Water)	352,438	354,226	577,399	63%
TOTAL FUND EXPENSES	\$ 1,892,425	\$ 1,567,121	\$ 1,939,048	24%
Administrative Cost Allocation	689,182	581,560	798,896	37%
TOTAL OPERATING EXPENSES	\$ 2,581,607	\$ 2,148,681	\$ 2,737,944	27%
TOTAL OPERATING BALANCE	\$ (218,617)	\$ 309,918	\$ (299,068)	-196%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(4,634,176)	(2,429,662)	(4,301,884)	77%
Capital Outlay (Expenditures on Fixed Assets)	7,299,129	3,603,862	5,900,313	64%
NET CAPITAL EXPENSES	\$ 2,664,953	\$ 1,174,200	\$ 1,598,428	36%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ 100,000	\$ 100,000	\$ -	-100%
TOTAL RESERVE SET-ASIDE	\$ 100,000	\$ 100,000	\$ -	-100%
TOTAL EXPENSES (LESS GRANTS)	\$ 5,346,560	\$ 3,422,882	\$ 4,336,372	27%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	\$ (328,354)	\$ (328,354)	\$ (328,599)	0%
Debt Service Payments	297,665	295,240	\$297,518	1%
WWTP Improvement Loan	105,838	105,838	105,838	0%
NET DEBT SERVICE	\$ 75,149	\$ 72,724	\$ 74,757	3%
GRAND TOTAL EXPENSES NET REVENUE	\$ (3,058,719)	\$ (1,037,006)	\$ (1,972,253)	
ENDING TOTAL CASH BALANCE	\$ (233,476)	\$ 1,788,237	\$ (184,017)	
ENDING RESTRICTED CASH BALANCE	\$ 1,079,589	\$ 1,079,589	\$ -	
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ (1,313,065)	\$ 708,648	\$ (184,017)	
Interfund Loan Transfer from Water to Sewer			184,017	
ENDING TOTAL UNRESTRICTED CASH BALANCE AFTER LOAN	\$ (1,313,065)	\$ 708,648	\$ 0	

Groveland Community Services District
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DISTRICT-WIDE SUMMARY	FIRE			
	Budgeted 22/23	22/23 Projected FYE	Proposed 23/24	% Diff
Beginning Total Cash Balance	1,082,096	1,082,096	1,011,187	
Beginning Restricted Cash Balance				
Beginning Total Unrestricted Cash Balance	1,082,096	1,082,096	1,011,187	
Revenue				
Services Charges				
Fees				
Taxes	\$ 1,170,246	\$ 1,304,471	\$ 1,280,616	-2%
Other Revenue	22,000	42,570	35,350	-17%
TOTAL FUND REVENUE	\$ 1,192,246	\$ 1,347,041	\$ 1,315,966	-2%
Operating Expenses				
Salaries	\$ 70,760	\$ 14,993	\$ 73,631	391%
Benefits	28,451	19,654	30,738	56%
Retiree Medical	2,200	1,935	2,200	14%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	123,911	92,059	73,000	-21%
Outside Services	-	-	-	0%
CAL FIRE (Schedule A)	1,164,318	1,051,914	1,228,400	17%
Other (incl. OPEB, Leases, Cost of Water)	167,720	110,023	131,080	19%
TOTAL FUND EXPENSES	\$ 1,557,360	\$ 1,290,578	\$ 1,539,049	19%
Administrative Cost Allocation	99,805	82,525	113,213	37%
TOTAL OPERATING EXPENSES	\$ 1,657,165	\$ 1,373,103	\$ 1,652,262	20%
TOTAL OPERATING BALANCE	\$ (464,919)	\$ (26,062)	\$ (336,296)	1190%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(435,000)	(86,608)	(425,040)	
Capital Outlay (Expenditures on Fixed Assets)	\$ 532,785	\$ 131,454	\$ 507,829	
NET CAPITAL EXPENSES	\$ 97,785	\$ 44,846	\$ 82,789	85%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	
TOTAL EXPENSES (LESS GRANTS)	\$ 1,754,950	\$ 1,417,950	\$ 1,735,051	22%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
WWTP Improvement Loan				
NET DEBT SERVICE				
GRAND TOTAL EXPENSES NET REVENUE	\$ (562,704)	\$ (70,909)	\$ (419,085)	
ENDING TOTAL CASH BALANCE	\$ 519,392	\$ 1,011,187	\$ 592,103	
ENDING RESTRICTED CASH BALANCE				
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ 519,392	\$ 1,011,187	\$ 592,103	
Interfund Loan Transfer from Water to Sewer				
ENDING TOTAL UNRESTRICTED CASH BALANCE AFTER LOAN	\$ 519,392	\$ 1,011,187	\$ 592,103	

Groveland Community Services District
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DISTRICT-WIDE SUMMARY	PARKS			
	Budgeted 22/23	22/23 Projected FYE	Proposed 23/24	% Diff
Beginning Total Cash Balance	191,782	191,782	275,686	
Beginning Restricted Cash Balance			259,650	
Beginning Total Unrestricted Cash Balance	191,782	191,782	16,036	
Revenue				
Services Charges				
Fees	\$ 3,000	\$ 4,149	\$ 3,250	-22%
Taxes	101,759	114,545	111,359	-3%
Other Revenue	59,325	71,534	70,100	-2%
TOTAL FUND REVENUE	\$ 164,084	\$ 190,228	\$ 184,709	-3%
Operating Expenses				
Salaries	\$ 28,304	\$ 29,500	\$ 29,452	0%
Benefits	11,383	11,061	12,295	11%
Retiree Medical	-	-	-	0%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	8,100	14,287	21,600	51%
Outside Services	-	-	-	0%
CAL FIRE (Schedule A)	-	-	-	0%
Other (incl. OPEB, Leases, Cost of Water)	91,810	61,340	109,474	78%
TOTAL FUND EXPENSES	\$ 139,597	\$ 116,188	\$ 172,821	49%
Administrative Cost Allocation	21,743	23,915	25,243	6%
TOTAL OPERATING EXPENSES	\$ 161,340	\$ 140,103	\$ 198,064	41%
TOTAL OPERATING BALANCE	\$ 2,744	\$ 50,125	\$ (13,355)	-127%
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(948,311)	(395,127)	(553,185)	40%
Capital Outlay (Expenditures on Fixed Assets)	\$ 1,046,245	\$ 361,348	\$ 725,354	101%
NET CAPITAL EXPENSES	\$ 97,934	\$ (33,779)	\$ 172,169	-610%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	0
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES (LESS GRANTS)	\$ 259,274	\$ 106,324	\$ 370,233	248%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
WWTP Improvement Loan				
NET DEBT SERVICE	-	-	-	
GRAND TOTAL EXPENSES NET REVENUE	\$ (95,190)	\$ 83,904	\$ (185,524)	
ENDING TOTAL CASH BALANCE	\$ 96,592	\$ 275,686	\$ 90,162	
ENDING RESTRICTED CASH BALANCE		\$ 259,650	\$ 87,334	
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ 96,592	\$ 16,036	\$ 2,828	
Interfund Loan Transfer from Water to Sewer				
ENDING TOTAL UNRESTRICTED CASH BALANCE AFTER LOAN	\$ 96,592	\$ 16,036	\$ 2,828	

Groveland Community Services District
Proposed Preliminary FY 2023/24
Annual Budget

DISTRICT-WIDE SUMMARY	ADMIN				Total 22/23 Projected FYE
	Budgeted 21/22	21/22 Projected FYE	Proposed 22/23	% Diff	
Beginning Total Cash Balance					
Beginning Restricted Cash Balance					
Beginning Total Unrestricted Cash Balance					
Revenue					
Services Charges					\$ 4,853,577
Fees					216,888
Taxes					1,419,016
Other Revenue					273,040
TOTAL FUND REVENUE	-	-	-		\$ 6,762,521
Operating Expenses					
Salaries	\$ 662,974	\$ 573,580	\$ 744,631	30%	\$ 1,298,817
Benefits	221,949	205,454	250,300	22%	541,439
Retiree Medical					70,087
Admin Operating Expense	435,930	421,791	556,042	32%	
Equip, Auto, Maint., & Repairs					626,962
Outside Services	278,840	133,000	321,450	142%	378,676
CAL FIRE (Schedule A)					1,051,914
Other (incl. OPEB, Leases, Cost of Water)	238,442	238,785	253,329	6%	927,349
TOTAL FUND EXPENSES	\$ 1,838,135	\$ 1,572,610	\$ 2,125,751	35%	\$ 4,895,243
Administrative Cost Allocation	1,838,135	1,572,610	2,125,751	35%	1,572,610
TOTAL OPERATING EXPENSES					
TOTAL OPERATING BALANCE					1,867,277
Capital Expenses and Revenue					
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)					
Capital Outlay (Expenditures on Fixed Assets)					
NET CAPITAL EXPENSES					\$ (76,842)
Reserve Set-Aside					
Reserve for Capital Outlay					100,000
TOTAL RESERVE SET-ASIDE					\$ 100,000
TOTAL EXPENSES (LESS GRANTS)					\$ 6,491,011
Debt Service Expenses and Revenue					
Debt Service Charge Revenue					(935,771)
Debt Service Payments					809,240
WWTP Improvement Loan					105,838
NET DEBT SERVICE					\$ (20,693)
GRAND TOTAL EXPENSES NET REVENUE					\$ 1,823,427
ENDING TOTAL CASH BALANCE					\$ 7,481,418
ENDING RESTRICTED CASH BALANCE					\$ 3,391,349
ENDING TOTAL UNRESTRICTED CASH BALANCE					\$ 4,090,069
Interfund Loan Transfer from Water to Sewer					

Groveland Community Services District
Proposed Preliminary FY 2023/234 Annual Budget
WATER-REVENUE

General Ledger Account	BUDGET ITEM	Adopted 22/23	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
						\$	%	
	Service Charges							
	Fixed Charges	1,642,227	1,375,600	1,651,058	1,654,119	3,061	0%	
	Variable Charges	975,084	791,032	900,148	900,148	(0)	0%	
	TOTAL SERVICE CHARGES	2,617,311	2,166,632	2,551,206	2,554,267	3,060		
	Fees							
050-000-42-005-00	Participation Fees	6,212	36,837	36,837	10,000	(26,837)	-73%	Previous FY includes Resilience Center
050-000-42-014-00	Other Water Sales		28,924	34,123	10,000	(24,123)	-71%	
050-000-42-030-00	Disconnection Fees	3,000	3,700	4,000	3,000	(1,000)	-25%	
050-000-42-030-01	Unlock Meter Fee	100	500	500	200	(300)	-60%	
050-000-42-040-00	Meters	850	500	350	350	-	0%	
050-000-42-047-00	Backflow Testing/Installations	8,000	3,840	3,920	4,000	80	2%	
050-000-42-055-00	Account Transfer Fee	12,500	6,790	7,500	7,500	-	0%	
050-000-42-065-00	Returned Check Fee	500	420	500	500	-	0%	
050-000-42-068-00	Misc. Admin Fees	2,000	10,311	10,311	5,000	(5,311)	-52%	
050-000-42-999-00	Late Pay Penalty	40,000	34,176	38,897	40,000	1,103	3%	
050-000-48-001-00	Interest .5% Late Penalty (UB)	2,000	2,129	2,429	2,000	(429)	-18%	
050-000-42-070-00	Other Operating Income				-	-		
	TOTAL FEES	75,162	128,127	139,367	82,550	(56,817)		
	Grant Revenue							
050-000-43-022-00	Federal Grant Revenue							
050-000-43-024-00	State Grant Revenue	-				-		
050-000-43-025-00	Big Creek-2G Clearwell, Butler Way Bypass	500,000	90,533	90,533	466,998	376,465		
050-000-43-026-00	2022 Groveland Drought Resil (DWR)	2,125,000	2,180,805	2,180,805	2,892,462	711,657		
050-000-43-025-03	Big Creek Emer. Generator-IRWMP/DWR	109,130	121,680	126,574	-	(126,574)		
	CDBG-Groveland/BOF Water System Rehab				3,267,500	3,267,500		
	Municipal Vehicle Loan Reimbursement		157,135	291,955	107,277			
	TOTAL GRANT AND LOAN REVENUE	2,734,130	2,550,153	2,689,867	6,734,237	4,229,048		
	Other Non-Operating Revenue							
050-000-43-030-00	Non operating Income		1,210	1,210	-	(1,210)	-100%	
050-000-43-050-00	Expense Refunds	4,000	2	2	500	498	24900%	
050-000-48-002-01	Interest Earned-LAIF	4,570	14,102	14,202	350	(13,852)	-98%	
050-000-48-003-00	Interest Earned-Mechanics	350	31,085	36,000	60,000	24,000	67%	
050-000-48-005-00	Interest Earned CA Class		20,869	24,665	50,000	25,335	103%	
	TOTAL NON-OPERATING REVENUE	8,920	67,268	76,079	110,850	34,771		
	WATER REVENUE LESS GRANTS	2,701,393	2,362,027	2,766,652	2,747,667	(18,986)	-1%	
	TOTAL WATER REVENUE	5,435,523	4,912,180	5,456,520	9,481,904	4,210,062	74%	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
WATER-EXPENSES**

BUDGET ITEM	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
				\$	%	
Salaries						
Regular Time	498,281	520,000	599,903	79,903	15%	
Overtime	43,300	44,354	36,195	(8,159)	-18%	
On Call	21,545	23,150	22,880	(270)	-1%	
Admin Leave	84	1,428	1,331	(97)	-7%	
Vacation Leave	29,036	29,916	32,170	2,254	8%	
Sick Leave	22,031	23,148	29,298	6,150	27%	
Holiday Pay	23,212	23,212	37,415	14,203	61%	
Misc Pay/Flex/Bereave/Jury	9,071	16,314		(16,314)	-100%	
TOTAL SALARIES	646,561	681,522	759,192	77,670		
Benefits						
CalPERS Retirement	51,388	52,447	65,278	12,831	24%	Increase in PERS rate and payroll
FICA	40,217	40,969	40,932	(37)	0%	
Medicare	9,406	9,582	9,573	(9)	0%	
SUI	1,375	1,375	1,208	(168)	-12%	
Workers Comp	32,433	32,433	37,100	4,667	14%	
Health/Vision/Dental Insurance	136,164	137,000	153,286	16,286	12%	
TOTAL BENEFITS	270,982	273,806	307,376	33,570		
Retiree Medical						
Retiree Medical	43,160	46,749	50,000	3,251	7%	
TOTAL RETIREE MEDICAL	43,160	46,749	50,000	3,251		
Equipment, Automotive, Maintenance & Repairs						
Fuel	38,188	41,235	45,400	4,165	10%	
Water Meters	3,455	7,945	10,000	2,055	26%	
Uniform/Clothing	7,184	9,684	16,500	6,816	70%	Kept previous FY budget amount
Tools/Equipment	9,869	13,219	15,000	1,781	13%	Average over last 4 years with slight increase
Repair & Maintenance-General	20,283	22,618	35,750	13,132	58%	Average over last 4 years with slight increase
Repair & Maintenance-Vehicles	20,793	20,953	22,000	1,047	5%	
Repair & Maint. -Trans/Distribution	52,259	58,999	71,500	12,501	21%	Kept previous FY budget amount
Repair & Maintenance- Treatment	25,209	46,769	50,000	3,231	7%	Kept previous FY budget amount
Repair & Maint - Asphalt Patching	-	30,000	33,000	3,000	10%	On Going
Repair & Maintenance- Equipment	45,357	47,850	50,000	2,150	4%	Over budget due to RCLS from other line items.

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
WATER-EXPENSES**

				Projected FYE vs Proposed		
BUDGET ITEM	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	\$	%	REASON FOR CHANGE
Water Tank Cleaning	7,000	7,000	8,000	1,000	14%	Kept previous FY budget amount
Safety Supplies	7,203	6,800	15,000	8,200	121%	Kept previous FY budget amount, expecting safety gear replacements
TOTAL EQUIP, AUTO, MAINT & REPAIRS	236,798	313,072	372,150	59,078		
Outside Services						
Computer Hardware/Equipment	14,196	16,196	22,000	5,804	36%	Expecting equipment upgrades/change outs
Subscriptions/Memberships	18,258	20,213	21,250	1,037	5%	Moved Office 365 expense to Admin expenses; moved memberships to this line item
Programming	14,986	16,986	42,000	25,014	147%	Moved SCADA improvements expense from capital into operating programming expense
Janitorial Services & Supplies	12,100	13,378	16,500	3,122	23%	Kept previous FY budget amount
Lab Testing-Water	35,436	36,750	40,000	3,250	9%	Average over last 4 years with slight increase
Property Clearing/Fuels Reduction	16,280	16,280	30,000	13,720	84%	Ongoing; fuels and brush removal on district property
General Engineering	18,872	19,865	22,000	2,135	11%	
Engineering-Regulatory	6,610	14,500	20,000	5,500	38%	Kept previous FY budget amount
Master Plan Development	1,778	1,778	-	(1,778)	-100%	Completed
GIS / Map / Easements Updates	34,044	35,544	45,500	9,956	28%	On going expense; Kept previous FY budget amount
Safety Prog Assessment & Update	4,151	4,151	20,000	15,849	382%	On going plan development
Water Rate Study	-	8,806	32,000	23,194		
TOTAL OUTSIDE SERVICES	176,711	204,447	311,250	106,803		
Cost of Water						
SFPUC	126,738	140,392	144,734	4,342	3%	
Tunnel Shutdown Related Costs	21,607	21,607	21,607	-		Average over last 4 years
TOTAL COST OF WATER	148,345	161,999	166,341	4,342		
Other						
Memberships				-		Moved to Subscriptions/Memberships
Training, Conferences & Travel	10,874	11,651	15,000	3,349	29%	More training anticipated
Permits & Licenses	20,301	20,301	12,100	(8,201)	-40%	Over budget due to moving expense out of capital
Employee Certification	1,401	1,568	2,500	932	59%	
Employee Medical Testing	3,372	5,400	5,700	300	6%	

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
WATER-EXPENSES

BUDGET ITEM	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
				\$	%	
Chemicals	34,047	36,047	38,500	2,453	7%	
Utilities	157,294	159,794	168,000	8,206	5%	
Municipal Vehicle Loan			47,321	47,321		
TOTAL OTHER	227,288	234,761	289,121	7,039		
Lease Expense						
Alternative Water Supply (AWS)	5,000	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	1,754,846	1,921,356	2,260,430	291,753		
Admin Allocation Transfer Out	836,996	884,609	1,188,401	303,792	34%	
TOTAL WATER WITH ADMIN	2,591,842	2,805,965	3,448,831	595,545		
Capital Outlay						
See Capital Outlay Sheet	1,109,936	1,427,758	9,031,697	7,603,939	533%	
TOTAL CAPITAL OUTLAY	1,109,936	1,427,758	9,031,697	7,603,939		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside				-		
TOTAL RESERVE SET-ASIDE	-	-	-	-		
GRAND TOTAL WITH CAPITAL	3,701,778	4,233,723		8,199,484		

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
SEWER-REVENUE**

General Ledger Account	BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
						\$	%	
Service Charges								
060-000-41-010-04 (1460)	S01 Res Fixed	1,625,113	1,358,147	1,629,579	1,629,580	1	0%	
060-000-41-010-07	S01FC Fixed Consump Fee 3100ga	6,939	5,782	7,904	6,939	(966)	-12%	
060-000-41-011-08	S02 Coml Fixed (81)	106,556	89,298	107,158	107,480	322	0%	
060-000-41-011-10	S02S Coml w/Stdby	1,145	2,290	2,672	1,500	(1,172)	-44%	
060-000-41-011-18	S04 Coml 2 Conn Fixed	10,642	8,869	10,642	10,642	0	0%	
060-000-41-011-20	S04S Coml 2 Conn w/Stdby	10,984	5,492	6,590	6,591	1	0%	
060-000-41-011-24	S06 Coml 4 Conn Fixed	4,256	3,547	4,256	4,257	1	0%	
060-000-41-012-00	S12/S Stdby & Stdby/Split L	6,483	4,462	5,392	5,392	-	0%	
	Fixed Charges	1,772,118	1,477,887	1,774,193	1,772,381	(1,813)	0%	
060-00-41-010-01	Residential Variable	412,000	329,314	377,135	377,135		0%	
060-000-41-010-02	SO1C Res Avg Vol Usage	17,510	15,823	18,911	17,510		-7%	
060-000-41-011-01	Commercial Variable	103,000	93,576	111,145	103,000		-7%	
060-000-41-011-15	S04C Com Conn Vol Usage	8,755	10,754	11,649	10,000		-14%	
060-000-41-011-17	S04SC Coml w/Stdby Vol Usage	1,854	2,775	2,942	2,000		-32%	
060-000-41-011-23	SO06C Coml 4 Conn Vol Usage	5,665	5,638	6,395	6,000		-6%	
	Variable Charges	548,784	457,880	528,177	515,645	(12,532)	-2%	
	TOTAL SERVICE CHARGES	2,320,902	1,935,767	2,302,371	2,288,026	(14,345)		
Fees								
060-000-41-025-00	Sewer Connections	14,250	49,000	49,000	14,250	(34,750)	-71%	
060-000-48-001-00	Interest .5% Late Fee	2,500	1,228	1,340	1,200	(140)	-10%	
060-000-42-999-00	Late Pay Penalty	20,000	19,562	23,032	20,000	(3,032)	-13%	
060-000-41-035-00	Wastewater Water Sales		(562)		-	-	#DIV/0!	
060-000-42-070-00	Other Operating Income				-	-	#DIV/0!	
	TOTAL FEES	36,750	69,228	73,372	35,450	(37,922)		
Grant and Loan Revenue								
060-000-43-024-00	SWRCB Grant/Loan for Collection System Project	4,294,176	1,496,720	1,496,720	4,179,089	2,682,369		
060-000-43-025-03	WWTP Emergency Gen. IWRMP/DWR	290,000	98,269	98,269	-	(98,269)		
060-000-43-025-04	Office/WWTP Emergency Gen. USDA	50,000	-	-	50,000			
060-000-43-024-01	IRWMP LS#16 Grant		72,214	72,214	-	(72,214)		
	Municipal Vehicle Loan Reimbursement	-	673,513	762,459	72,795	-		
	SUBTOTAL GRANT AND LOAN REVENUE	4,634,176	2,340,715	2,429,662	4,301,884	2,511,886		
Other Non-Operating Revenue								
060-000-48-002-01	Interest Earned LAIF	5,000	16,198	16,305	400	(15,905)	-98%	
060-000-48-003-00	Interest Earned Mechanics Bank	338	35,173	40,313	70,000	29,687	74%	
060-000-48-005-00	Interest Earned-CA Class		18,753	22,219	45,000			
060-000-43-050-00	Expense Refunds		3,686	3,686	-	-		
060-000-43-030-00	Other Non Operating Income		334	334	-	-		
	TOTAL NON-OPERATING REVENUE	5,338	74,144	82,857	115,400	13,782		
	TOTAL SEWER REVENUE LESS GRANTS	2,362,990	2,079,139	2,458,600	2,438,876	(136,754)	-1%	
	TOTAL SEWER REVENUE	6,997,166	4,419,855	4,888,261	6,740,760	2,473,401	38%	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
SEWER EXPENSES**

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
Salaries							
Regular Time	496,427	421,937	435,166	515,917	80,751	19%	
Overtime/Comp	30,051	39,415	38,786	31,127	(7,659)	-20%	
On Call	22,880	21,585	23,190	22,880	(310)	-1%	
Admin Leave	1,037	57	969	1,145	176	18%	
Vacation Leave	26,448	23,126	23,265	27,667	4,402	19%	
Sick Leave	24,218	20,330	20,619	25,196	4,577	22%	
Holiday Pay	30,354	26,671	30,806	32,177	1,371	4%	
Misc Pay/Flex/Bereave/Jury							
TOTAL SALARIES	631,415	553,121	572,801	656,108	83,307		
Benefits							
CalPERS Retirement	47,634	46,164	46,875	56,139	9,264	20%	
FICA	33,880	34,416	34,922	35,202	280	1%	
Medicare	7,924	8,049	8,167	8,233	66	1%	
SUI	1,129	1,062	1,062	1,038	(24)	-2%	
Workers Comp	34,352	27,892	27,892	31,906	4,014	14%	
Health/Vision/Dental Insurance	119,767	117,753	118,000	131,826	13,826	12%	
TOTAL BENEFITS	244,686	235,336	236,918	264,343	27,425		
Retiree Medical							
Retiree Medical	27,500	19,658	21,403	22,000	597	3%	
TOTAL RETIREE MEDICAL	27,500	19,658	21,403	22,000	597		
Equipment, Automotive, Maintenance & Repairs							
Fuel	38,500	17,347	22,364	25,000	2,636	12%	
Uniform/Clothing	7,150	3,437	4,825	5,050	225	5%	Kept previous FY budget amount
Tools/Equipment	11,836	4,326	5,741	6,315	574	10%	Kept previous FY budget amount
Repair & Maintenance-General	40,000	10,751	13,698	15,050	1,352	10%	Line item lowered due to reclassing of expenses
Repair & Maintenance-Vehicles	16,500	10,186	12,520	13,750	1,230	10%	Kept previous FY budget amount
Repair & Maint. -Trans/Collections	95,000	65,695	68,750	75,600	6,850	10%	Asphalt expense removed from line item
Repair & Maintenance- Treatment	22,000	36,929	37,850	24,750	(13,100)	-35%	Over budget due to moving some expense from a capital
Repair & Maint.-Asphalt Patching	25,000	-	-	25,000	25,000	#DIV/0!	Reoccurring expense
Repair & Maintenance- Equipment	40,000	37,493	37,520	41,250	3,730	10%	
Safety Supplies	10,000	3,445	4,276	4,700	424	10%	Kept previous FY budget amount
TOTAL EQUIP, AUTO, MAINT & REPAIRS	305,986	189,609	207,544	236,465	28,921		
Outside Services							
Computer Hardware/Equipment	10,200	4,156	5,620	6,182	562	10%	Expecting equipment upgrades/change outs
Subscriptions/Memberships	17,500	15,987	17,138	18,500	1,362	8%	Moved Office 365 expense to Admin expenses; moved memberships to this line item
Programming	10,000	5,991	6,142	12,800	6,658	108%	Moved SCADA improvements expense from capital into operating programing expense
Janitorial Service & Supplies	11,000	5,694	6,520	7,150	630	10%	
Lab Testing	24,200	13,797	15,802	16,600	798	5%	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
SEWER EXPENSES**

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
Groundwater Monitoring	4,000	-	-	4,000	4,000		Reoccurring expense; Engineering report will not been completed this year
Property Clearing/Fuels Reduction	22,000	5,600	22,000	15,000	(7,000)	-32%	Ongoing, fuels and brush removal on district property
Annual Collections System Camera Insp.	70,000	35,946	35,946	20,000	(15,946)	-44%	On going expense, SSMP requirement
Biosolids Disposal	10,000	3,441	5,543	10,000	4,457	80%	Kept previous FY budget amount
General Engineering	10,000	9,088	10,000	10,500	500	5%	
Engineering-Regulatory	30,000	4,900	4,900	10,000	5,100	104%	On going regulatory expense
Sewer Rate Study	40,000	-	8,806	32,000	23,194		
Master Plan Development	-	1,778	1,778		(1,778)	-100%	Completed
GIS / Map / Easements Updates	35,500	29,822	30,272	15,000	(15,272)	-50%	On going expense
Safety Program Assessment and Update	11,000	1,953	2,300	5,000	2,700	117%	On going expense
Hetch Hetchy RR Properties Acquisition	25000	1462	1462	0	-1462	-1	
TOTAL OUTSIDE SERVICES	330,400	139,614	174,229	182,732	8,503		
Other							
Memberships		-			-		Moved to Subscriptions/Memberships
Training, Conferences & Travel	8,000	12,839	15,084	16,500	1,416	9%	Expected increase in trainings
Permits & Licenses	40,000	45,407	45,407	47,650	2,243	5%	Increase in permit expense
Dam Monitoring Survey	4,000	-	-	-	-		Moved to Engineering Regulatory
Employee Certification	6,000	2,118	2,886	3,000	114	4%	Kept previous FY budget amount
Employee Medical Testing	2,600	1,587	2,461	2,600	139	6%	Kept previous FY budget amount
Chemicals/Odor Control	50,000	23,806	25,950	26,750	800	3%	Average over 4 years with slight increase
Utilities	136,000	155,600	156,600	172,250	15,650	10%	
Capital One Sewer Improvement Loan	105,838	105,838	105,838	105,838	(0)	0%	
Municipal Vehicle Loan				202,812	202,812		
TOTAL OTHER	352,438	347,195	354,226	577,399	223,173		
TOTAL SEWER EXPENSES	1,892,425	1,484,533	1,567,121	1,939,048	371,927		
Admin Allocation Transfer Out	689,182	552,835	581,560	798,896	217,335	37%	
TOTAL SEWER WITH ADMIN	2,581,607	2,037,368	2,148,681	2,737,944	589,262	0	
Capital Outlay							
See Capital Outlay Sheet	7,299,129	3,306,427	3,603,862	5,900,313	2,296,450	64%	
TOTAL CAPITAL OUTLAY	7,299,129	3,306,427	3,603,862	5,900,313	2,296,450		
Reserve Set-Aside							
Annual Fund Reserve Set-Aside	100,000		100,000		(100,000)	-100%	
TOTAL RESERVE SET-ASIDE	100,000	-	100,000	-	(100,000)		
GRAND TOTAL WITH CAPITAL	9,980,736	5,343,795	5,852,544	8,638,256	2,785,713		

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
FIRE-REVENUE

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
Taxes							
General Property Tax	1,170,246	1,238,752	1,304,471	1,280,616	(23,855)	-2%	
TOTAL TAXES	1,170,246	1,238,752	1,304,471	1,280,616	(23,855)		
Variable Revenue							
Equipment Use Rental	20,000	13,990	13,990	10,000	(3,990)	-29%	
TOTAL VARIABLE REVENUE	20,000	13,990	13,990	10,000	(3,990)		
Grant and Loan Revenue							
Federal/State Revenue				-			
Expense Refunds	-	45,556	45,556	-	(45,556)	-100%	
CERT Revenue	25,000	15,000	18,314	10,000	(8,314)	-45%	
GCSO Infrastructure Fuel Reduction	410,000	-	-	405,462	405,462		
CFF Grant-3 Mobile Radios		13,870	13,870	-			
Municipal Vehicle Loan Reimbursement		8,868	8,868	9,578			
TOTAL GRANT AND LOAN REVENUE	435,000	83,294	86,608	425,040	351,592		-
Other Non-Operating Revenue							
Non Operating Income		\$ 6,652	\$ 6,652	\$ -			
Interest Earned -LAIF	2,000	\$ 6,507	\$ 6,528	\$ 350	(6,178)	-95%	
Interest Earned -Mechanics Bank		\$ 13,410	\$ 15,400	\$ 25,000			
TOTAL NON-OPERATING REVENUE	2,000	26,569	28,580	25,350	(6,178)	(1)	
TOTAL FIRE REVENUE LESS GRANTS	1,192,246	1,279,311	1,347,041	1,315,966	317,569	-2%	
TOTAL FIRE REVENUE	1,627,246	1,362,605	1,433,649	1,741,006	317,569		

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
CAL FIRE Contract							
Schedule "A" Plan	1,164,318	1,051,914	1,051,914	1,228,400	176,486	17%	
TOTAL CAL FIRE CONTRACTS	1,164,318	1,051,914	1,051,914	1,228,400	176,486		
Salaries							
Regular Time	57,724	13,083	13,449	59,990	46,541	346%	
Overtime	3,494	209	209	3,619	3,410	1629%	
Vacation Leave	3,075	206	220	3,217	2,997	1362%	
Admin Leave	121	8	128	133	5	4%	
Sick Leave	2,816	117	137	2,930	2,793	2042%	
Holiday Pay/Misc/PT	3,530	756	850	3,741	2,891	340%	
TOTAL SALARIES	70,760	14,379	14,993	73,631	58,638		
Benefits							
CalPERS Retirement	5,539	1,489	1,583	6,528	4,945	312%	
FICA	3,940	897	962	4,093	3,131	325%	
Medicare	921	210	225	957	732	325%	
SUI	131	20	20	121	101	504%	
Workers Comp	3,994	3,243	3,243	3,710	467	14%	
Health/Vision/Dental Insurance	13,926	13,621	13,621	15,329	1,708	13%	
TOTAL BENEFITS	28,451	19,479	19,654	30,738	11,084		
Retiree Medical							
Retiree Medical	2,200	1,543	1,935	2,200	265	14%	
TOTAL RETIREE MEDICAL	2,200	1,543	1,935	2,200	265		
Unfunded Pension Liability							
Unfunded Pension Liability	75,040	72,476	72,476	43,585	(28,891)	-40%	
TOTAL UNFUNDED PENSION LIABILITY	75,040	72,476	72,476	43,585	(28,891)		
Equipment, Automotive, Maintenance & Repairs							
Radio Communications	33,000	30,556	30,557	5,000	(25,557)	-84%	Back to previous budget amount to maintain radios
Fuel	15,000	13,700	14,000	16,000	2,000	14%	Fuel price increase
Protective Clothing/Wildland	29,870	21,146	22,423	8,000	(14,423)	-64%	Back to previous budget amount to maintain protective clothing
Medical Supplies/EMS Equip.	1,500	1,312	1,500	2,000	500	33%	Medical supplies price increase
Small Tools & Safety Equipment	4,500	1,541	2,931	4,500	1,569	54%	Kept previous FY budget
Repair & Maint.-Station General	10,341	4,279	5,000	7,000	2,000	40%	Back to previous budget amount
Repair & Maint.-Apparatus	20,000	8,336	10,500	20,000	9,500	90%	Kept previous FY budget
Repair & Maint.- Equipment	2,200	2,070	2,070	3,000	930	45%	Additional equipment being serviced & price increases
SCBA Equipment	7,500	3,078	3,078	7,500	4,422	144%	Kept previous FY budget
TOTAL EQUIP, AUTO, MAINT & REPAIRS	123,911	86,017	92,059	73,000	(19,059)		

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
Other							
Office & Cleaning Supplies	5,390	6,502	7,000	8,000	1,000	14%	Added County personnel warrant additional cleaning supplies
Permits & Licenses		10	10	10	-	0%	
Fire Prevention Supplies/Events	550	537	537	550	13	2%	
Cert Expenses	25,740	4,255	5,000	10,000	5,000	100%	CERT funded
CFD Dev. Formation				-	-		None
Utilities	21,000	22,586	25,000	26,250	1,250	5%	
Fire Tax Study	40,000	-	-	40,000	40,000		Kept previous FY budget amount
Municipal Vehicle Loan				2,685	2,685		
TOTAL OTHER EXPENSE	92,680	33,890	37,547	87,495	49,948		
TOTAL FIRE EXPENSES	1,557,360	1,279,699	1,290,578	1,539,049	248,471	19%	
Admin Allocation Transfer Out	99,805	76,961	82,525	113,213	30,687	37%	
TOTAL FIRE WITH ADMIN	1,657,165	1,356,660	1,373,103	1,652,262	279,158		
Capital Outlay							
See Capital Outlay Sheet	532,785	114,560	131,454	507,829	376,375	286%	
TOTAL CAPITAL OUTLAY	532,785	114,560	131,454	507,829	376,375		
Reserve Set-Aside							
Annual Fund Reserve Set-Aside					-		
TOTAL RESERVE SET-ASIDE	-	-	-	-	-		
GRAND TOTAL WITH CAPITAL	2,189,950	1,471,221	1,504,558	2,160,091	655,533		

**Groveland Community Services District
Proposed Preliminary FY 23/24 Annual Budget
PARKS-REVENUE**

BUDGET ITEM					Projected FYE vs Proposed		REASON FOR CHANGE
	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	\$	%	
Taxes							
General Property Tax	101,759	107,718	114,545	111,359	(3,186)	-3%	
TOTAL TAXES	101,759	107,718	114,545	111,359	(3,186)		
Variable Revenue							
Use Fees	500	1,624	1,624	750	(874)	-54%	
Dog Park Permit Fees	2,500	2,525	2,525	2,500	(25)	-1%	
Expense Refunds		-	-	-			
TOTAL VARIABLE REVENUE	3,000	4,149	4,149	3,250	(899)		
Grant and Loan Revenue							
Per Capita Grant	177,952	177,952	177,952	-	(177,952)	-100%	
Clean CA Rehab/Beautification Grant	770,359	-	217,175	553,185	336,010	155%	
Municipal Vehicle Loan Reimbursement		1,774	1,774	1,916	142	8%	
TOTAL GRANT AND LOAN REVENUE	948,311	177,952	395,127	553,185	158,058		
Other Revenue							
Cell Tower Leases	56,675	56,955	56,955	57,000	45	0%	
Non Operating Income	-	-	-	-			
Interest Earned-LAIF	650	2,076	2,076	100	(1,976)	-95%	
interest Earned-Mechanics Bank		10,236	11,803	10,000	(1,803)	-15%	
Donations (Movies in the Park)	2,000	2,180	700	3,000	2,300	329%	
TOTAL OTHER REVENUE	59,325	71,447	71,534	70,100	(1,434)		
TOTAL PARK REVENUE LESS GRANTS	164,084	183,314	190,228	184,709	(5,519)	-3%	
TOTAL PARKS REVENUE	1,112,395	361,266	585,355	737,894	152,539	26%	

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
Salaries							
Regular Time	23,090	22,355	25,051	23,996	(1,054)	-4%	Step Increases and COLA
Overtime	1,398	1,165	1,032	1,448	416	40%	Step Increases and COLA
Vacation Leave	1,230	683	716	1,287	570	80%	Step Increases and COLA
Admin Leave	48	1	25	53	28	113%	Step Increases and COLA
Sick Leave	1,126	1,171	1,028	1,172	144	14%	Step Increases and COLA
Holiday Pay/Misc	1,412	1,529	1,648	1,497	(152)	-9%	Step Increases and COLA
TOTAL SALARIES	28,304	26,904	29,500	29,452	(48)		
Benefits							
CalPERS Retirement	2,216	2,053	2,072	2,611	539	26%	
FICA	1,576	1,676	1,690	1,637	(53)	-3%	
Medicare	369	392	395	383	(12)	-3%	
SUI	53	107	107	48	(59)	-55%	
Workers Comp	1,598	1,297	1,297	1,484	187	14%	
Health/Vision/Dental Insurance	5,571	5,444	5,500	6,131	631	11%	
TOTAL BENEFITS	11,383	10,970	11,061	12,295	1,234		
Operating Expense							
Computer Maint/Prog./IT		0	0	1000			
Dog Park	600	306	400	600	200	50%	
Repair & Maintenance	7,500	16,964	13,887	20,000	6,113	44%	Had unexpected tree work due to storms.
TOTAL OPERATING EXPENSE	8,100	17,270	14,287	21,600	6,313		
Other							
Utilities	57,200	38,782	39,420	41,700	2,280	6%	
Janitorial Services	17,000	14,112	17,420	19,250	1,830	11%	
Safety Equipment	1,260	-	1,500	1,500	-		Will conduct play ground inspection
Movies in the Park Expense	2,000	2,389	3,000	3,150		5%	
Park Master Plan		-	-	-	-		
Grant Application Assistance		-	-	-	-		
Municipal Finance Loan Int-Park Improv	14,350	-	-	43,367	43,367		
Municipal Vehicle Loan				507			
TOTAL OTHER EXPENSE	91,810	55,284	61,340	109,474	47,477		
TOTAL PARK EXPENSES	139,597	110,429	116,188	172,821	56,633		
Admin Allocation Transfer Out	21,743	22,972	23,915	25,243	1,327	6%	
TOTAL PARKS WITH ADMIN	161,340	133,401	140,103	198,064	57,960		
Capital Outlay							
See Capital Outlay Sheet	1,046,245	359,568	361,348	725,354	364,007	101%	

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		REASON FOR CHANGE
					\$	%	
TOTAL CAPITAL OUTLAY	1,046,245	359,568	361,348	725,354	364,007		
Reserve Set-Aside							
Annual Fund Reserve Set-Aside	-				-		
TOTAL RESERVE SET-ASIDE	-	-	-	-	-		
TOTAL WITH CAPITAL	1,207,585	492,969	501,451	923,418	421,967		

Groveland Community Services District
Proposed Preliminary FY 23/24 Annual Budget
ADMIN-REVENUE

BUDGET ITEM	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	Projected FYE vs Proposed		ALLOCATION OF DISCRETIONARY REVENUE
					\$	%	
Other Revenue							
Property Taxes	1,272,005	1,341,816	1,419,016	1,391,975	(27,041)	-2%	
TOTAL OTHER REVENUE	1,272,005	1,341,816	1,419,016	1,391,975	(27,041)		

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
ADMIN-EXPENSES

BUDGET ITEM	ADMIN EXPENSES			Projected FYE vs Proposed		REASON FOR CHANGE
				\$	%	
Admin/Board Salaries	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24			
Regular Time	444,679	462,923	617,297	154,374	33%	
Board Wages	8,601	9,047	13,230	4,183	46%	
Admin Leave	11,167	13,056	12,389	(667)	-5%	
On Call	-	-	-	-		
Overtime/Comp	5,208	5,623	4,664	(959)	-17%	
Vacation Leave	21,495	23,676	31,285	7,609	32%	
Sick Leave	24,570	27,193	29,804	2,611	10%	
Holiday Pay/PH/Misc/Flex	28,984	32,062	35,962	3,900	12%	
TOTAL ADMIN/BOARD SALARIES	544,705	573,580	744,631	171,051	30%	
Admin/Board Benefits						
CalPERS Retirement	43,064	43,637	57,792	14,155	32%	
FICA	30,963	31,409	37,794	6,385	20%	
Board FICA	534	576	820	244	42%	
Medicare	7,801	7,929	9,472	1,543	19%	
Board Medicare	125	138	192	54	39%	
SUI	1,104	1,128	1,251	123	11%	
Workers Comp	3,840	3,849	4,168	319	8%	
Board Workers Comp	155	162	92	(70)	-43%	
Health/Vision/Dental Insurance	106,574	116,626	138,719	22,093	19%	
TOTAL ADMIN/BOARD BENEFITS	194,160	205,454	250,300	44,846	22%	
OPEB/Pension Unfunded Liability						
Transfer to OPEB Trust	-	-	-	-		
Pension Unfunded Liability	233,105	233,105	247,459	14,354	6%	
TOTAL OPEB/PENSION UNFUNDED LIABIL	233,105	233,105	247,459	14,354	6%	
Admin Operating Expense						
Bank Fees	2,828	3,634	2,450	(1,184)	-33%	
Credit Card Merchant Fees	53,431	59,905	69,000	9,095	15%	
Tax Lien Expense	1,620	1,620	1,500	(120)	-7%	
Loan Issuance Expense	8,500	8,500	-	(8,500)	-100%	
Office Supplies	4,950	6,518	8,000	1,482	23%	
Memberships (IRWMP/CSDA)	-	-	-	-		Moved to Subscriptions/Memberships
LAFCO Fees	1,868	1,868	5,000	3,132	168%	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
ADMIN-EXPENSES**

BUDGET ITEM	ADMIN EXPENSES			Projected FYE vs Proposed		REASON FOR CHANGE
				\$	%	
Computer Hardware/Equipment	48	352	15,000	14,648	4161%	
Subscriptions/Memberships/Internet	62,932	69,123	78,742	9,619	14%	
Office Expense	32,018	38,355	63,000	24,645	64%	Added \$7K from 200 fund to Admin for Office 365, HR \$2,000
Training, Conferences, Travel	16,816	19,683	23,350	3,667	19%	
District Telephone Services	23,710	27,515	30,000	2,485	9%	
Toilet Rebates	-	-	-	-		
Misc. Expense	(292)	(292)	-	292	-100%	
District Permits/Licenses	-	-	-	-		
District General Liability Insurance	185,009	185,010	260,000	74,990	41%	
TOTAL ADMIN OPERATING EXPENSE	393,438	421,791	556,042	134,251	32%	
Outside Services						
Janitorial Service/Supplies	17,608	21,538	32,400	10,862	50%	
Cost of Bond Issuance	-	-	-	-		
CPA Services/Annual Audit	53,900	58,523	64,650	6,127	10%	
Water/Sewer/Capacity Fee Study	-	-	40,000	40,000		?
Impact Mitigation Fee	980	980	11,000	10,020	1022%	All four funds?
Legal Counsel Services	5,319	8,265	35,450	27,185	329%	
Actuarial Review (GASB-OPEB)	1,500	1,680	3,000	1,320	79%	
Organizational and Comp Study	-	-	61,750	61,750		
Public Relations/Communications	34,725	35,014	38,200	3,186	9%	
Interest	-	-	-	-		
HR Consulting (Subscriptions) DON'T USE	-	-	-	-		Added to Subscriptions Line item
Laserfiche Integration	5,381	7,000	35,000	28,000	400%	
TOTAL OUTSIDE SERVICES	119,414	133,000	321,450	188,450		
Leases						
Copystar 5550 GE Capital	3,657	4,350	4,525	175	4%	
FP Mail Machine	1,287	1,330	1,345	15	1%	
	-	-	-	-		
TOTAL LEASES	4,944	5,680	5,870	190	0	-
TOTAL ADMIN EXPENSE	1,489,765	1,572,610	2,125,751	553,141	35%	Overall % Change

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
Capital Outlay**

FUND SHARE CAPITAL OUTLAY					
CIP Project	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	COMMENTS
Admin Parking Lot Upgrade (5 Yr Plan)	110,000	137,592	137,592	-	
Fuel monitoring system	250,000	1,176	1,176	-	Removed from this FY budget
Truck #8 Replacemnt	44,097	-	-	45,875	Won't be delivered until FY 23/24
Dump Truck & Trailer	200,000	-	177,892	-	Received
Admin Building Upgrade-Phase 1	20,000	2,075	2075	-	Nothing for this FY, evaluating project
Truck 3 replacement	44,097	-	-	-	Removed from this FY budget
Truck #15 Replacement	140,000	103,745	103,745	-	Used savings for new C&D truck for service body cost upgrade
Tire Machine & Balancing Machine	16,500	8,315	8,315	-	Received
Electronic Sign Board	35,000	-	-	-	Removed from this FY budget
Heavy Equipment & Truck Lift	50,000	-	-	-	Not moving forward with purchase at this time
Shop Parts Washer	8,500	8,757	8,757	-	Received
New Collection and Distribution (C&D) Truck	50,000	73,617	73,617	-	Increased due to service body upgrade-used savings from Truck 15 Replacement for cost increase
Unmanned Aerial Vehicle (drone) with SAR and Infrared	30,000	-	-	-	Not moving forward with purchase at this time
Truck 7 Replacement				80,950	Replacing Truck 7. Insurance claim (total loss)
Truck 17 Replacement					Removed from this FY budget
TOTAL FUND SHARE CAPITAL OUTLAY	998,194	335,277	513,169	126,825	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY					
CIP Project	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	COMMENTS
Downtown Groveland/BOF Water System Rehab Project (CDBG)		-	-	3,267,500	
General Water Improvements	40,000	-	-	40,000	On going
Water Pump Replacements/Repair	20,000	14,066	22,036	25,000	On going, increased due to inflation of electrical equipment/supplies
Treatment Plant General Improvements/Replacements	27,500	21,598	22,683	27,500	On going
Truck #6 Replacement	46,910	45,874	45,874	-	Received
Big Creek-2G Clearwell, Butler Way Bypass	500,000	233,084	282,783	466,998	
Generator Installations	150,000	233,519	257,268	-	
Pump Control and Surge Valves	32,000	37,156	37,156	-	Received
SCADA Improvements	30,000	36,352	36,352	-	Moved to the programing line
New Trimble R2 (GPS locating device)		2,191	2,191	-	Received
Highland Pump Kohler Generator	46,310	47,951	47,951	-	
2022 Groveland Drought Resiliency Project (\$8.4M Grant)	2,125,000	125,381	125,381	4,944,527	
Big Creek Emergency Generator (IRWMP/DWR)		3,858	27,607	-	
A/C Heater for Operations	15,000	14,725	14,725	-	Received and installed
Water Treatment Plant Flow Meters	32,500	28,778	28,778	-	Received
Big Creek WTP Asphalt Rehab	120,000	-	85,577	-	Completed
Skip Loader Tractor	50,000	57,812	57,812	-	Received
New OSG Unit @ Big Creek	55,000	-	-	66,000	
New OSG Unit @ 2G	55,000	-	-	66,000	
Chlorine analyzer for WTP x 4	25,000	10,857	37,230	42,150	
Chloramine analyzer for WTP x 4	25,000	-	-	-	
New AC/Heater Unit for Operations Building				15,000	
Heating Element for AWS		8,979	8,979	-	Received and installed
New Enclosed Skid Steer					Removed from this FY budget
FUND SHARE CAPITAL OUTLAY-56%	569,572	187,755	287,375	71,022	
TOTAL WATER CAPITAL OUTLAY	3,964,792	1,109,936	1,427,758	9,031,697	
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	1,339,792	876,852	1,069,417	352,672	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY					
CIP Project	22/23 Adopted	22/23 Year to Date	22/23 Projected FYE	Proposed 23/24	COMMENTS
Downtown Groveland/BOF Sewer Collection Rehab Project	4,294,176	1,372,809	1,500,430	4,345,138	
Wastewater Pump Replacements	46,000	20,905	37,122	38,950	Reoccurring expense
WWTP Improvements, Phase 2-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,175,556	49,099	54,099	1,297,000	
Concrete grading by Screw Press	200,000	275,063	275,063	-	Completed. Expanded project scope.
Road Maintenance		-	-	-	
Vac-Tron Truck	533,075	548,303	548,303	-	Received
Generator Installations	175,000	338,081	361,830	-	
STP Blower & Gen Room Rehab	10,000	-	-	-	
SCADA Improvements	30,000	36,352	36,352	-	Moved out of capital, into operating programming expense
New Trimble R2		2,191	2,191	-	Received
Asphalt Rehabilitation	184,700	17,258	17,258	150,831	Remaining previous FY budget amount carried over
WWTP Pond 1 Liner		338,219	371,719	-	Should be completed by FY end close
WWTP Emergency Generator (IRWMP/DWR)		16,623	40,372	-	
Flow Monitoring Equipment	35,000	45,643	45,643	-	Received and installed
LS#1 Kohler Generator	26,315	26,507	26,507	-	Received and installed
LS#7 Kohler Generator	43,300	-	-	-	Received and installed
LS#13 Kohler Generator	31,985	-	-	-	Received and installed
New AC/Heater Unit for Operations Building	15,000	14,725	14,725	-	Received and installed
STP Polymer Pump	20,000	17,765	17,765		Received and Installed
Skip Loader Tractor	50,000	57,812	57,812	-	Received
STP OSG Pump	55,000	-	-	-	Removed from this FY budget
Hetch Hetchy RR Project		1,667	1,667	20,200	Survey/Record of Survey Report
New Enclosed Skid Steer					Removed from this FY budget
FUND SHARE CAPITAL OUTLAY-38%	374,022	127,405	195,004	48,194	
TOTAL SEWER CAPITAL OUTLAY	7,299,129	3,306,427	3,603,862	5,900,313	
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	3,004,953	1,916,996	2,036,553	1,555,175	

Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
Capital Outlay

FIRE CAPITAL OUTLAY					
CIP Project	22/23 Adopted	22/23 Year to Date- Mos	22/23 Projected FYE	Proposed 23/24	COMMENTS
SCBA Fill Station		-	-	-	Received
Operations Roof R & M, siding, windows, paint		-	-	-	Completed
Asphalt repair (driveway/employee parking area)	62,785	37,208	45,208	17,577	Seal coat and stripping left
SCBA Fill Station Storage Bottles	14,500	-	-	-	Completed
GCSD Infrastructure Fuel Reduction Project	410,000	11,751	11,751	393,711	Previous FY balance carried over
Source Capture Exhaust System		47,170	47,170	-	Completed
Hetch Hetchy RR Project		1,667	1,667	20,200	Survey/Record of Survey Report
Kitchen Remodel				70,000	Needed due to additional County personnel
FUND SHARE CAPITAL OUTLAY-5%	45,500	16,764	25,658	6,341	
TOTAL FIRE CAPITAL OUTLAY	532,785	114,560	131,454	507,829	

**Groveland Community Services District
Proposed Preliminary FY 2023/24 Annual Budget
Capital Outlay**

PARK CAPITAL OUTLAY					
Projects	22/23 Adopted	22/23 Year to Date- Mos	22/23 Projected FYE	Proposed 23/24	COMMENTS
Park Amphitheater		-			
General Park Upgrades	10,000	-	-	-	Moved line out of capital and added to Repair and Maintenance
Park Parking Lot Repair		16,665	16,665	14,625	
Groveland Asset Rehabilitation and Beautification Project	1,027,145	337,884	337,884	689,261	Project will be completed June 2024
Hetch Hetchy RR Project		1,667	1,667	20,200	Surveying Work/Record of Survey Report
FUND SHARE CAPITAL OUTLAY-1%	9,100	3,353	5,132	1,268	
TOTAL PARK CAPITAL OUTLAY	1,046,245	359,568	361,348	725,354	

**GROVELAND COMMUNITY SERVICES DISTRICT
APPROPRIATION LIMIT DATA**

		PER CPITA		TUOLUMNE COUNTY										
		PERSONAL	STATE	POPULATION										
		INCOME %	POPULATION	CHANGE						% INC				
DATA	TO BE	CHANGE	CHANGE	OVER PR						(DEC)				
AS OF	USED FOR	OVER PR	OVER PR	YEAR			TUOLUMNE COUNTY-EXCLUSIONS IIA			SINCE			WEIGHTED	
JANUARY 1,	FYE	YEAR	YEAR	SONORA	UNINCORPORATED	TOTAL	SONORA	UNINCORPORATED	2001	SONORA	UNINC	AVE		
2001	2001-2002	7.82%	1.8100%	0.37%	0.40%	48,832	4,238	44,594	0.0000%	0.00%	0.00%	0.00%		
2002	2002-2003	-1.27%	1.8300%	1.00%	0.97%	51,566	4,537	47,029	5.4604%	5.60%	5.46%	5.60%	5.59879%	
2003	2003-2004	2.31%	1.6900%	1.30%	1.10%	52,239	4,605	47,634	6.8171%	6.98%	6.82%	6.98%	1.30512%	
2004	2004-2005	3.28%	1.5200%	0.71%	0.64%	52,741	4,653	48,088	7.8351%	8.00%	7.84%	8.00%	0.96097%	
2005	2005-2006	5.26%	1.5000%	-1.55%	-1.32%	51,962	4,573	47,389	6.2677%	6.41%	6.27%	6.41%	-1.47703%	
2006	2006-2007	3.96%	1.2100%	2.17%	1.05%	54,038	4,804	49,234	10.4050%	10.66%	10.40%	10.66%	3.99523%	
2007	2007-2008	4.42%	1.2000%	1.00%	0.47%	53,093	4,750	48,343	8.4070%	8.73%	8.41%	8.73%	-1.74877%	
2008	2008-2009	4.29%	1.3100%	-0.19%	-0.08%	52,568	4,698	47,870	7.3463%	7.65%	7.35%	7.65%	-0.98883%	
2009	2009-2010	0.62%	1.1100%	0.00%	0.09%	52,253	4,666	47,587	6.7117%	7.01%	6.71%	7.01%	-0.59922%	
2010	2010-2011	-2.54%	1.0300%	0.58%	0.57%	52,306	4,672	47,634	0.07	0.07	0.07	0.0711	0.10143%	
2011	2011-2012	2.51%	1.0103%	0.29%	0.43%	51,727	4,913	46,814	0.05	0.06	0.05	0.0593	-1.10695%	
2012	2012-2013	3.77%	1.0448%	-2.17%	-1.84%	50,553	4,788	45,765	0.03	0.04	0.03	0.0352	-2.26961%	
2013	2013-2014	5.12%	1.0595%	-0.06%	0.18%	51,322	4,847	46,475	0.04	0.05	0.04	0.0510	1.52118%	
2014	2014-2015	-0.23%	1.0072%	0.10%	-0.08%									
2015	2015-2016	3.82%	1.0479%	0.83%	1.05%									
2016	2016-2017	5.37%	1.0632%	-0.27%	-0.28%									
2017	2017-2018	3.69%	1.0457%	-0.55%	-0.45%									
2018	2018-2019	3.67%	1.0448%	0.29%	-0.10%									
2019	2019-2020	3.85%	1.0434%	-0.20%	-0.14%									
2020	2020-2021	3.73%	1.0396%	-0.17%	-0.07%									
2021	2021-2022	5.73%	1.0524%	-1.82%	-0.90%									
2022	2022-2023	7.55%	1.0723%	0.45%	0.84%									
2023	2023-2024	4.44%	1.0407%	0.28%	-0.21%									
APPROPRIATION LIMIT														
2005-2006	\$ 2,366,624	105.260000%				99.98523%						105.244453%	\$ 2,490,740.89	
2006-2007	\$ 2,490,741	103.960000%				100.03995%						104.001534%	\$ 2,590,408.74	
2007-2008	\$ 2,590,409	104.420000%				99.98251%						104.401739%	\$ 2,704,431.78	
2008-2009	\$ 2,704,432	104.420000%				99.99011%						104.409675%	\$ 2,823,688.42	
2009-2010	\$ 2,823,688	100.620000%				99.99401%						100.613971%	\$ 2,841,025.04	
2010-2011	\$ 2,841,025	97.460000%				100.00101%						97.460989%	\$ 2,768,891.09	
2011-2012	\$ 2,768,891	102.510000%				99.98893%						102.498653%	\$ 2,838,076.06	
2012-2013	\$ 2,838,076	103.770000%				99.97730%						103.746448%	\$ 2,944,403.11	
2013-2014	\$ 2,944,403	105.120000%				100.01521%						105.135991%	\$ 3,095,627.38	
2014-2015	\$ 3,095,627	99.770000%				99.92000%						99.690184%	\$ 3,086,036.63	
2015-2016	\$ 3,086,037	103.820000%				101.05000%						104.910110%	\$ 3,237,564.42	
2016-2017	\$ 3,237,564	105.370000%				99.72000%						105.074964%	\$ 3,401,869.65	
2017-2018	\$ 3,401,870	103.690000%				99.55000%						103.223395%	\$ 3,511,525.35	
2018-2019	\$ 3,511,525	103.670000%				99.90000%						103.566330%	\$ 3,636,757.93	
2019-2020	\$ 3,636,758	103.850000%				99.86000%						103.704610%	\$ 3,771,485.63	
2020-2021	\$ 3,771,486	103.730000%				99.93000%						103.657389%	\$ 3,909,423.53	
2021-2022	\$ 3,909,424	105.730000%				99.10000%						104.778430%	\$ 4,096,232.59	
2022-2023	\$ 4,096,233	107.550000%				100.84000%						108.453420%	\$ 4,442,504.34	
2023-2024	\$ 4,442,504	104.440000%				99.79000%						104.220676%	\$ 4,630,008.05	

GCSD POLICY

POLICY TITLE: INVESTMENT OF DISTRICT FUNDS

POLICY NUMBER: 410

ADOPTED: October 11, 2010

AMENDED: March 12, 2018 RESOLUTION 8-18

410.1 Purpose

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1). The purpose of this policy is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities.

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency. The investment policies and practices of the District are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy, and California Government Code Sections 53601, 53601.1, 53601.5 and 53635.5. When the District issues bonds, the investment of bond proceeds will be further restricted by the provision of relevant bond documents.

The Treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)). For Groveland Community Services District, Treasurer shall be responsible for preparing and submitting such policy for adoption by minute action or by resolution of the District Board. The adopted Investment Policy shall be reviewed on an annual basis and the District Board shall approve any modifications to such policy by minute action or by resolution. The investment policy, as adopted by the District Board, shall be used to guide District staff in investment decisions and transactions.

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Groveland Community Services District to invest funds not required for immediate needs of the District in a manner which will provide the highest investment return with the maximum safety while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Groveland Community Services District funds.

410.2 Scope

This investment policy shall apply to the investment of all funds of Groveland Community Services District except retirement funds and debt service funds held by Trustees for payment of bond redemption and interest.

SECTION 400 FINANCIAL POLICIES

410.3 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by District staff shall be the “prudent person” standard as found in §53600.3 of the Government Code of the State of California, and shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

410.4 Objectives

As specified in California Government Code §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

A. Legality and Safety

Legality and safety of principal are the foremost objectives of the investment program. Investments of Groveland Community Services District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Liquidity

The investment portfolio will remain sufficiently liquid to enable Groveland Community Services District to meet all projected, as well as expected and unexpected cash needs.

C. Return on Investments

The District shall seek to attain market average rates of return on all investments within the constraints imposed by State law, by the avoidance of capital losses and by cash flow considerations. The District’s investment portfolio shall be diversified to eliminate the risk of loss resulting from over-concentration of asset in a specific issuer or class of securities and shall contain investments of varying lengths of maturity of five (5) years or less.

410.5 Delegation of Authority

Authority to manage the investment program is derived from California Government Code §53600, *et seq.* Management responsibility for the investment program is hereby delegated by the Board to the Treasurer.

The Treasurer shall render a quarterly report to the Board specifying the type of investment, institution, date of maturity, amount of deposit, current market value for all securities with a maturity of more than twelve (12) months, and a rate of interest. Under the provisions of California Government Code §53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

SECTION 400 FINANCIAL POLICIES

410.6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

410.7 Authorized Financial Institutions and Dealers

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for Groveland Community Services District's account with the firm has reviewed Groveland Community Services District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Groveland Community Services District that are appropriate under the terms and conditions of the Investment Policy.

410.8 Permitted Investment Instruments

Permitted investment instruments for the District's assets are the following:

- A. Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- B. Obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation, the Resolution Funding Corporation, or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participations or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise, or such agencies or enterprises which may be created.
- C. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California. Preference may be given to local banks.
- D. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided

SECTION 400 FINANCIAL POLICIES

that the senior debt obligations of the issuing institution are rated “AA” or better by Moody’s or Standard & Poor’s.

Purchase of negotiable certificates of deposit may not exceed 30 percent of the District’s investment portfolio.

- E. State of California’s Local Agency Investment Fund. The LAIF portfolio should be reviewed periodically.
- F. Investment Trust of California (CalTRUST). CalTRUST is a joint powers authority of California public agencies that serves as an investment alternative to LAIF.
- G. Insured savings account or money market account.
- H. California Cooperative Liquid Assets Securities System (California CLASS)

410.9 Prohibited Investments

Under the provisions of California Government Code §53601.6 and §53631.5, Groveland Community Services District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero (0) interest accrual if held to maturity. Additional investments which are not permitted include repurchase agreements, banker’s acceptances, commercial paper, and medium-term corporate notes.

410.10 Maximum Maturity

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations. The maximum maturity will be no more than five years from purchase date to maturity date.

410.11 Reporting

The Treasurer shall submit to the District Board a quarterly investment report, which shall consist of a cover report over the reports generated by the investment fund and the Local Agency Investment Fund. The cover report shall include a certification that:

- A. All investment actions executed since the last report have been made in full compliance with this Investment Policy, and
- B. Groveland Community Services District will meet its cash flow requirements for the next six (6) months.

410.12 Investment Policy Review

This Investment Policy shall be reviewed, modified as needed, and approved on an annual basis by the Board of Directors. This should be done during the annual budgeting process.

GROVELAND COMMUNITY SERVICES DISTRICT

Fee Schedule for Fiscal Year 2022-2023

WATER AND SEWER MONTHLY CHARGES

Water Monthly Fixed Rate Service Charges		
Meter Size	EMU Ratio	Monthly Charge
5/8-3/4-inch	1.0	\$39.64
1.0 inch	1.6	\$63.43
1.5 inch	2.6	\$103.07
2.0 inch	3.5	\$138.74
3.0 inch	5.5	\$218.02
4.0 inch	7.8	\$309.19

Water Usage Variable Rate Charges		
Gallons Used per Month	Usage Charge per Gallon	Usage Rate Category
0 to 3300	.00765	Baseline Usage Rate
>3300	.01514	Peak Demand Usage Rate

Sewer Monthly Fixed Rate Service Charges	
Residential	Commercial
\$88.68	\$88.68

Sewer Usage Variable Rate Charges per Gallon	
Residential	Commercial
.01166	.01872

ADMINISTRATIVE SERVICE FEES

Establishment of Tenant Account	Charged to account per tenant agreement. Property owner must sign agreement with District to send bills to tenant of property. Owner is ultimately responsible for payment of water and/or sewer service to property.	\$40
Reestablishing Account in Owner's Name	Transfer of account back into owner's name once tenant vacates property	\$40
Overpayment Refund Request	Charged to account for each overpayment refund request. This charge is deducted from the credit for the fees associated with processing the refund check.	\$30

Customer Payment Processing Error	Processing fee for transfer of payment to correct account.	\$10
Meter re-read/Re-inspection Fee	Charged to account for customer generated re-read of meter at service address. This charge is per service address. If at any time a re-read is a District error, the account will not be charged a re-read fee.	\$30
Meter Test Fee	Charged to account for customer generated meter test. If meter is found to be reading inaccurately, the account will not be charged a test fee.	\$30
Meter Final/Closing Read Fee	Charged to account for request of a final/closing read of meter at service address.	\$30
Meter Shut Off Fee	Charged to account when customer requests District turn meter off due to maintenance or other reasons	\$35
Meter Turn On Fee	Charged to account when customer requests meter be turned back on after maintenance complete or other reasons	\$35
New Water/Sewer Service Application	Charge for processing application to establish new water and/or sewer service connection	\$40
Engineering Request Processing Fee	Charge for processing engineering request documents	\$40
Copies	Public Records Requests	.25 per page or \$3.00 per disk
Agenda Mailing Fee (Annual)	Required if requested, includes postage and envelope, assumes 12 monthly mailings	Actual Costs (Envelope and Postage)

COLLECTIONS PROCESSING FEES

Payment Returns/Chargebacks	Charged to account for each returned payment from the bank reasons such as process errors, invalid account number, closed account, fraudulent transactions, or non-sufficient funds (NSF).	\$35
Reconnection Fee during normal business hours	Charged to account for processing each service connection reconnection after shut off.	\$50
Reconnection Fee After Normal Business Hours	Charged to account for processing each after hour service connection reconnection after shut off.	\$150
Cut Lock/Removal Fee	Charged to account for each cut lock/removal	\$75
Denial Access Fee	Charged to account when access is intentionally denied to perform proper operation and maintenance to system, to enforce disconnection of service for non-payment and for the protection of public health. This	\$200



	includes locked gates, placement of vicious animals, placement of objects obstructing access, etc.	
Placement of Lien Fee	Charged to account for processing each Notice of Lien on service connection property for non-payment	\$65
Satisfaction of Lien Fee	Charged to account for processing each Satisfaction of Lien on service connection property	\$65
Late Payment Interest Penalty Fee	Charged on past due account balances not paid by due date	10%
Continued Interest on Past Due Balances	Charged on account balances over two billing cycles past due	.5%

FIELD SERVICE WORK BY DISTRICT STAFF

Hourly Charges	Per Employee
Regular Work Hours	\$45.07
*After Hours/Weekend	\$51.83
*Holiday	\$58.59

*Total fees will be based on a minimum of two (2) hours compensation.

DISTRICT EQUIPMENT RATES

Vehicle Type	Hourly Rate
Flush Truck	\$34
Vac Truck	\$34
Boom Truck	\$75
Service Truck	\$25
Bobcat Skid Steer	\$40
Backhoe	\$70
Excavator	\$80
Sole Air Compressor	\$20

FIRE HYDRANT TEMPORARY USE

Non-Refundable Service Charge for Flow Meter	\$100
Daily Hydrant Use Charge	\$5
Rental Deposit	Current Meter Replacement Cost
Charge per 100 Gallons	\$1.39
Flow Meter Relocation Charge	\$65.00

UNAUTHORIZED USE OF DISTRICT FIRE HYDRANTS

Charge for Unauthorized Use of District Fire Hydrants (per occurrence, includes estimated water usage fees)	\$1000
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DAMAGE TO DISTRICT FACILITIES (INCLUDING VANDALISM)

Facility/Infrastructure Repair, Replacement, Restoration or Clean Up Cost (Contracted or District labor)	Actual Cost + 15% Admin Fee
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CROSS CONNECTION CONTROL BACKFLOW PREVENTION FEES

Installation of Backflow Device	Charged for the installation of backflow prevention device	Actual device cost and labor charges
Annual Inspection Fee	Charged for annual backflow device inspection	\$160
Repair/Replace Backflow Device	Charge for the repair or replacement of failed backflow device	Actual material/device cost and labor charges
Annual Backflow Administration Fee	Charged to monitor, report, notify customers of testing needed, and associated recordkeeping	\$40

NEW METER CHARGES AND WATER SYSTEM PARTICIPATION FEES

Meter Size	EMU Multiplier	Participation Fees	Meter Install Charge
5/8-inch	1.0	\$1,827	Actual Device and Labor Charges
¾ inch	1.0	\$1,827	Actual Device and Labor Charges
1.0 inch	1.7	\$3,106	Actual Device and Labor Charges
1.5 inch	3.3	\$6,029	Actual Device and Labor Charges
2.0 inch	5.3	\$9,684	Actual Device and Labor Charges
3.0 inch	11.7	\$21,377	Actual Device and Labor Charges
4.0 inch	20.0	\$36,542	Actual Device and Labor Charges

SEWER SERVICE PARTICIPATION FEES

Participation/Connection Fee	\$7,000
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WATER/SEWER MAIN EXTENSION FEES

Subject to Development Agreement (Contracted Cost or District labor)	Actual cost + 15% Admin Fee
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ENGINEERING FEES

District Engineer Fee (Applicant/Customer requests requiring engineering review; contract hourly rate +15%)		\$143.75/hr
Easement Abandonment Requests (site inspection, records research, documentation)	Non-Refundable Application Fee	\$240
	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
Easement Acceptance Requests (as a Condition of PUE Abandonment)	Application Fee	\$100
	Title Report and County Recording Fees	Actual Cost
Encroachment Permit	Non-Refundable Application Fee	\$240
	Non-Refundable Administration Fee	\$100
	County Recording Fees	Actual Recording Cost
	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
Service Application for New Development Projects	Non-Refundable Application Fee	\$200
	Non-Refundable Administration Fee	\$500
	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$2500 Refundable Deposit)

PARK FEES

PARK DAY USE FEES	
0-100 People	\$35/day
101-300 People	\$50/day
301-500 People	\$150/day
500 or more "Large Event or PSPS Community Resource Center Fee"	\$500/day
JANITORIAL SERVICES	
0-100 Janitorial Services (minimum two (2) hours)	\$60

101-300 Janitorial Services (minimum three (3) hours)	\$90
301-500 Janitorial Services (minimum four (4) hours)	\$120
500 or more "Large Event" (Required)	\$200
DISTRICT PROPERTY USE FEES	
District Chairs	\$35/day
District Tables	\$35/day
P.A. System	\$45/day
Concession Stand	\$50/day
Lost Key Fee	\$25
Damaged Chair Fee	\$25/chair
Damaged Table Fee	\$50/table
DOG PARK USE FEES	
1-2 Dogs	\$25/calendar year
3 or more	\$35/calendar year

Groveland Community Services District
Proposed Salary Range Schedule FY 2022-23
Board Approved: June 29, 2023
5.1% COLA Adjustment

FACTORS
Range 6, Step 5, Annual \$62,811.96
Step Increase 5.00%
Range Increase 2.50%
Pay Periods per Year 26
Hours per Year 2,080

lowest current salary

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	45,674	47,957	50,355	52,873	55,517	3,806	3,996	4,196	4,406	4,626	1,756.68	1,844.51	1,936.74	2,033.58	2,135.25	21.96	23.06	24.21	25.42	26.69
2	46,816	49,156	51,614	54,195	56,905	3,901	4,096	4,301	4,516	4,742	1,800.60	1,890.63	1,985.16	2,084.42	2,188.64	22.51	23.63	24.81	26.06	27.36
3	47,986	50,385	52,904	55,550	58,327	3,999	4,199	4,409	4,629	4,861	1,845.61	1,937.89	2,034.79	2,136.53	2,243.35	23.07	24.22	25.43	26.71	28.04
4	49,186	51,645	54,227	56,938	59,785	4,099	4,304	4,519	4,745	4,982	1,891.75	1,986.34	2,085.66	2,189.94	2,299.44	23.65	24.83	26.07	27.37	28.74
5	50,415	52,936	55,583	58,362	61,280	4,201	4,411	4,632	4,863	5,107	1,939.05	2,036.00	2,137.80	2,244.69	2,356.92	24.24	25.45	26.72	28.06	29.46
6	51,676	54,259	56,972	59,821	62,812	4,306	4,522	4,748	4,985	5,234	1,987.52	2,086.90	2,191.24	2,300.80	2,415.84	24.84	26.09	27.39	28.76	30.20
7	52,967	55,616	58,397	61,316	64,382	4,414	4,635	4,866	5,110	5,365	2,037.21	2,139.07	2,246.02	2,358.32	2,476.24	25.47	26.74	28.08	29.48	30.95
8	54,292	57,006	59,857	62,849	65,992	4,524	4,751	4,988	5,237	5,499	2,088.14	2,192.55	2,302.17	2,417.28	2,538.15	26.10	27.41	28.78	30.22	31.73
9	55,649	58,431	61,353	64,421	67,642	4,637	4,869	5,113	5,368	5,637	2,140.34	2,247.36	2,359.73	2,477.71	2,601.60	26.75	28.09	29.50	30.97	32.52
10	57,040	59,892	62,887	66,031	69,333	4,753	4,991	5,241	5,503	5,778	2,193.85	2,303.54	2,418.72	2,539.66	2,666.64	27.42	28.79	30.23	31.75	33.33
11	58,466	61,389	64,459	67,682	71,066	4,872	5,116	5,372	5,640	5,922	2,248.70	2,361.13	2,479.19	2,603.15	2,733.31	28.11	29.51	30.99	32.54	34.17
12	59,928	62,924	66,070	69,374	72,843	4,994	5,244	5,506	5,781	6,070	2,304.92	2,420.16	2,541.17	2,668.23	2,801.64	28.81	30.25	31.76	33.35	35.02
13	61,426	64,497	67,722	71,108	74,664	5,119	5,375	5,644	5,926	6,222	2,362.54	2,480.67	2,604.70	2,734.93	2,871.68	29.53	31.01	32.56	34.19	35.90
14	62,962	66,110	69,415	72,886	76,530	5,247	5,509	5,785	6,074	6,378	2,421.60	2,542.68	2,669.82	2,803.31	2,943.47	30.27	31.78	33.37	35.04	36.79
15	64,536	67,762	71,151	74,708	78,444	5,378	5,647	5,929	6,226	6,537	2,482.14	2,606.25	2,736.56	2,873.39	3,017.06	31.03	32.58	34.21	35.92	37.71
16	66,149	69,457	72,929	76,576	80,405	5,512	5,788	6,077	6,381	6,700	2,544.20	2,671.41	2,804.98	2,945.22	3,092.49	31.80	33.39	35.06	36.82	38.66
17	67,803	71,193	74,753	78,490	82,415	5,650	5,933	6,229	6,541	6,868	2,607.80	2,738.19	2,875.10	3,018.85	3,169.80	32.60	34.23	35.94	37.74	39.62
18	69,498	72,973	76,621	80,452	84,475	5,791	6,081	6,385	6,704	7,040	2,673.00	2,806.65	2,946.98	3,094.33	3,249.04	33.41	35.08	36.84	38.68	40.61
19	71,235	74,797	78,537	82,464	86,587	5,936	6,233	6,545	6,872	7,216	2,739.82	2,876.81	3,020.65	3,171.68	3,330.27	34.25	35.96	37.76	39.65	41.63
20	73,016	76,667	80,500	84,525	88,752	6,085	6,389	6,708	7,044	7,396	2,808.32	2,948.73	3,096.17	3,250.98	3,413.53	35.10	36.86	38.70	40.64	42.67
21	74,842	78,584	82,513	86,639	90,970	6,237	6,549	6,876	7,220	7,581	2,878.52	3,022.45	3,173.57	3,332.25	3,498.86	35.98	37.78	39.67	41.65	43.74
22	76,713	80,548	84,576	88,804	93,245	6,393	6,712	7,048	7,400	7,770	2,950.49	3,098.01	3,252.91	3,415.56	3,586.34	36.88	38.73	40.66	42.69	44.83
23	78,630	82,562	86,690	91,025	95,576	6,553	6,880	7,224	7,585	7,965	3,024.25	3,175.46	3,334.23	3,500.95	3,675.99	37.80	39.69	41.68	43.76	45.95
24	80,596	84,626	88,857	93,300	97,965	6,716	7,052	7,405	7,775	8,164	3,099.86	3,254.85	3,417.59	3,588.47	3,767.89	38.75	40.69	42.72	44.86	47.10
25	82,611	86,742	91,079	95,633	100,414	6,884	7,228	7,590	7,969	8,368	3,177.35	3,336.22	3,503.03	3,678.18	3,862.09	39.72	41.70	43.79	45.98	48.28
26	84,676	88,910	93,356	98,024	102,925	7,056	7,409	7,780	8,169	8,577	3,256.79	3,419.62	3,590.61	3,770.14	3,958.64	40.71	42.75	44.88	47.13	49.48
27	86,793	91,133	95,690	100,474	105,498	7,233	7,594	7,974	8,373	8,791	3,338.20	3,505.12	3,680.37	3,864.39	4,057.61	41.73	43.81	46.00	48.30	50.72
28	88,963	93,411	98,082	102,986	108,135	7,414	7,784	8,173	8,582	9,011	3,421.66	3,592.74	3,772.38	3,961.00	4,159.05	42.77	44.91	47.15	49.51	51.99
29	91,187	95,747	100,534	105,561	110,839	7,599	7,979	8,378	8,797	9,237	3,507.20	3,682.56	3,866.69	4,060.02	4,263.03	43.84	46.03	48.33	50.75	53.29
30	93,467	98,140	103,047	108,200	113,610	7,789	8,178	8,587	9,017	9,467	3,594.88	3,774.63	3,963.36	4,161.52	4,369.60	44.94	47.18	49.54	52.02	54.62
31	95,804	100,594	105,623	110,905	116,450	7,984	8,383	8,802	9,242	9,704	3,684.75	3,868.99	4,062.44	4,265.56	4,478.84	46.06	48.36	50.78	53.32	55.99
32	98,199	103,109	108,264	113,677	119,361	8,183	8,592	9,022	9,473	9,947	3,776.87	3,965.72	4,164.00	4,372.20	4,590.81	47.21	49.57	52.05	54.65	57.39
33	100,654	105,686	110,971	116,519	122,345	8,388	8,807	9,248	9,710	10,195	3,871.29	4,064.86	4,268.10	4,481.51	4,705.58	48.39	50.81	53.35	56.02	58.82
34	103,170	108,328	113,745	119,432	125,404	8,597	9,027	9,479	9,953	10,450	3,968.08	4,166.48	4,374.80	4,593.54	4,823.22	49.60	52.08	54.69	57.42	60.29
35	105,749	111,037	116,589	122,418	128,539	8,812	9,253	9,716	10,201	10,712	4,067.28	4,270.64	4,484.17	4,708.38	4,943.80	50.84	53.38	56.05	58.85	61.80
36	108,393	113,813	119,503	125,478	131,752	9,033	9,484	9,959	10,457	10,979	4,168.96	4,377.41	4,596.28	4,826.09	5,067.40	52.11	54.72	57.45	60.33	63.34
37	111,103	116,658	122,491	128,615	135,046	9,259	9,721	10,208	10,718	11,254	4,273.18	4,486.84	4,711.19	4,946.75	5,194.08	53.41	56.09	58.89	61.83	64.93
38	113,880	119,574	125,553	131,831	138,422	9,490	9,965	10,463	10,986	11,535	4,380.01	4,599.01	4,828.97	5,070.41	5,323.93	54.75	57.49	60.36	63.38	66.55
39	116,727	122,564	128,692	135,127	141,883	9,727	10,214	10,724	11,261	11,824	4,489.51	4,713.99	4,949.69	5,197.17	5,457.03	56.12	58.92	61.87	64.96	68.21

**Groveland Community Services District
Proposed Salary Range Schedule FY 2022-23
Board Approved: June 29, 2023
5.1% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
40	119,646	125,628	131,909	138,505	145,430	9,970	10,469	10,992	11,542	12,119	4,601.75	4,831.84	5,073.43	5,327.10	5,593.46	57.52	60.40	63.42	66.59	69.92
41	122,637	128,769	135,207	141,967	149,066	10,220	10,731	11,267	11,831	12,422	4,716.80	4,952.64	5,200.27	5,460.28	5,733.30	58.96	61.91	65.00	68.25	71.67
42	125,703	131,988	138,587	145,516	152,792	10,475	10,999	11,549	12,126	12,733	4,834.72	5,076.45	5,330.27	5,596.79	5,876.63	60.43	63.46	66.63	69.96	73.46
43	128,845	135,287	142,052	149,154	156,612	10,737	11,274	11,838	12,430	13,051	4,955.58	5,203.36	5,463.53	5,736.71	6,023.54	61.94	65.04	68.29	71.71	75.29
44	132,066	138,670	145,603	152,883	160,527	11,006	11,556	12,134	12,740	13,377	5,079.47	5,333.45	5,600.12	5,880.13	6,174.13	63.49	66.67	70.00	73.50	77.18
45	135,368	142,136	149,243	156,705	164,541	11,281	11,845	12,437	13,059	13,712	5,206.46	5,466.78	5,740.12	6,027.13	6,328.49	65.08	68.33	71.75	75.34	79.11
46	138,752	145,690	152,974	160,623	168,654	11,563	12,141	12,748	13,385	14,055	5,336.62	5,603.45	5,883.63	6,177.81	6,486.70	66.71	70.04	73.55	77.22	81.08
47	142,221	149,332	156,799	164,639	172,870	11,852	12,444	13,067	13,720	14,406	5,470.04	5,743.54	6,030.72	6,332.25	6,648.86	68.38	71.79	75.38	79.15	83.11
48	145,777	153,065	160,719	168,755	177,192	12,148	12,755	13,393	14,063	14,766	5,606.79	5,887.13	6,181.48	6,490.56	6,815.09	70.08	73.59	77.27	81.13	85.19
49	149,421	156,892	164,737	172,973	181,622	12,452	13,074	13,728	14,414	15,135	5,746.96	6,034.31	6,336.02	6,652.82	6,985.46	71.84	75.43	79.20	83.16	87.32
50	153,156	160,814	168,855	177,298	186,163	12,763	13,401	14,071	14,775	15,514	5,890.63	6,185.16	6,494.42	6,819.14	7,160.10	73.63	77.31	81.18	85.24	89.50
51	156,985	164,835	173,076	181,730	190,817	13,082	13,736	14,423	15,144	15,901	6,037.90	6,339.79	6,656.78	6,989.62	7,339.10	75.47	79.25	83.21	87.37	91.74
52	160,910	168,955	177,403	186,273	195,587	13,409	14,080	14,784	15,523	16,299	6,188.85	6,498.29	6,823.20	7,164.36	7,522.58	77.36	81.23	85.29	89.55	94.03
53	164,933	173,179	181,838	190,930	200,477	13,744	14,432	15,153	15,911	16,706	6,343.57	6,660.74	6,993.78	7,343.47	7,710.64	79.29	83.26	87.42	91.79	96.38
54	169,056	177,509	186,384	195,704	205,489	14,088	14,792	15,532	16,309	17,124	6,502.16	6,827.26	7,168.63	7,527.06	7,903.41	81.28	85.34	89.61	94.09	98.79
55	173,282	181,947	191,044	200,596	210,626	14,440	15,162	15,920	16,716	17,552	6,664.71	6,997.95	7,347.84	7,715.23	8,101.00	83.31	87.47	91.85	96.44	101.26
56	177,615	186,495	195,820	205,611	215,892	14,801	15,541	16,318	17,134	17,991	6,831.33	7,172.89	7,531.54	7,908.12	8,303.52	85.39	89.66	94.14	98.85	103.79
57	182,055	191,158	200,715	210,751	221,289	15,171	15,930	16,726	17,563	18,441	7,002.11	7,352.22	7,719.83	8,105.82	8,511.11	87.53	91.90	96.50	101.32	106.39
58	186,606	195,937	205,733	216,020	226,821	15,551	16,328	17,144	18,002	18,902	7,177.16	7,536.02	7,912.82	8,308.46	8,723.89	89.71	94.20	98.91	103.86	109.05
59	191,271	200,835	210,877	221,421	232,492	15,939	16,736	17,573	18,452	19,374	7,356.59	7,724.42	8,110.64	8,516.18	8,941.98	91.96	96.56	101.38	106.45	111.77
60	196,053	205,856	216,149	226,956	238,304	16,338	17,155	18,012	18,913	19,859	7,540.51	7,917.53	8,313.41	8,729.08	9,165.53	94.26	98.97	103.92	109.11	114.57
61	200,955	211,002	221,552	232,630	244,261	16,746	17,584	18,463	19,386	20,355	7,729.02	8,115.47	8,521.24	8,947.31	9,394.67	96.61	101.44	106.52	111.84	117.43
62	205,978	216,277	227,091	238,446	250,368	17,165	18,023	18,924	19,870	20,864	7,922.25	8,318.36	8,734.28	9,170.99	9,629.54	99.03	103.98	109.18	114.64	120.37
63	211,128	221,684	232,768	244,407	256,627	17,594	18,474	19,397	20,367	21,386	8,120.30	8,526.32	8,952.63	9,400.26	9,870.28	101.50	106.58	111.91	117.50	123.38
64	216,406	227,226	238,588	250,517	263,043	18,034	18,936	19,882	20,876	21,920	8,323.31	8,739.47	9,176.45	9,635.27	10,117.03	104.04	109.24	114.71	120.44	126.46
65	221,816	232,907	244,552	256,780	269,619	18,485	19,409	20,379	21,398	22,468	8,531.39	8,957.96	9,405.86	9,876.15	10,369.96	106.64	111.97	117.57	123.45	129.62
66	227,362	238,730	250,666	263,199	276,359	18,947	19,894	20,889	21,933	23,030	8,744.68	9,181.91	9,641.01	10,123.06	10,629.21	109.31	114.77	120.51	126.54	132.87
67	233,046	244,698	256,933	269,779	283,268	19,420	20,391	21,411	22,482	23,606	8,963.29	9,411.46	9,882.03	10,376.13	10,894.94	112.04	117.64	123.53	129.70	136.19
68	238,872	250,815	263,356	276,524	290,350	19,906	20,901	21,946	23,044	24,196	9,187.38	9,646.74	10,129.08	10,635.54	11,167.31	114.84	120.58	126.61	132.94	139.59
69	244,844	257,086	269,940	283,437	297,609	20,404	21,424	22,495	23,620	24,801	9,417.06	9,887.91	10,382.31	10,901.42	11,446.50	117.71	123.60	129.78	136.27	143.08
70	250,965	263,513	276,689	290,523	305,049	20,914	21,959	23,057	24,210	25,421	9,652.49	10,135.11	10,641.87	11,173.96	11,732.66	120.66	126.69	133.02	139.67	146.66
71	257,239	270,101	283,606	297,786	312,675	21,437	22,508	23,634	24,816	26,056	9,893.80	10,388.49	10,907.91	11,453.31	12,025.97	123.67	129.86	136.35	143.17	150.32
72	263,670	276,853	290,696	305,231	320,492	21,972	23,071	24,225	25,436	26,708	10,141.14	10,648.20	11,180.61	11,739.64	12,326.62	126.76	133.10	139.76	146.75	154.08
73	270,261	283,775	297,963	312,861	328,505	22,522	23,648	24,830	26,072	27,375	10,394.67	10,914.41	11,460.13	12,033.13	12,634.79	129.93	136.43	143.25	150.41	157.93
74	277,018	290,869	305,412	320,683	336,717	23,085	24,239	25,451	26,724	28,060	10,654.54	11,187.27	11,746.63	12,333.96	12,950.66	133.18	139.84	146.83	154.17	161.88
75	283,943	298,141	313,048	328,700	345,135	23,662	24,845	26,087	27,392	28,761	10,920.90	11,466.95	12,040.30	12,642.31	13,274.43	136.51	143.34	150.50	158.03	165.93
76	291,042	305,594	320,874	336,918	353,763	24,254	25,466	26,739	28,076	29,480	11,193.93	11,753.62	12,341.30	12,958.37	13,606.29	139.92	146.92	154.27	161.98	170.08
77	298,318	313,234	328,896	345,341	362,608	24,860	26,103	27,408	28,778	30,217	11,473.77	12,047.46	12,649.84	13,282.33	13,946.44	143.42	150.59	158.12	166.03	174.33
78	305,776	321,065	337,118	353,974	371,673	25,481	26,755	28,093	29,498	30,973	11,760.62	12,348.65	12,966.08	13,614.39	14,295.10	147.01	154.36	162.08	170.18	178.69
79	313,420	329,091	345,546	362,823	380,965	26,118	27,424	28,796	30,235	31,747	12,054.63	12,657.36	13,290.23	13,954.74	14,652.48	150.68	158.22	166.13	174.43	183.16
80	321,256	337,319	354,185	371,894	390,489	26,771	28,110	29,515	30,991	32,541	12,356.00	12,973.80	13,622.49	14,303.61	15,018.79	154.45	162.17	170.28	178.80	187.73
81	329,287	345,752	363,039	381,191	400,251	27,441	28,813	30,253	31,766	33,354	12,664.90	13,298.14	13,963.05	14,661.20	15,394.26	158.31	166.23	174.54	183.27	192.43
82	337,520	354,396	372,115	390,721	410,257	28,127	29,533	31,010	32,560	34,188	12,981.52	13,630.60	14,312.13	15,027.73	15,779.12	162.27	170.38	179.00	187.85	197.24
83	345,958	363,255	381,418	400,489	420,514	28,830	30,271	31,785	33,374	35,043	13,306.06	13,971.36	14,669.93	15,403.43	16,173.60	166.33	174.64	183.37	192.54	202.17
84	354,606	372,337	390,954	410,501	431,026	29,551	31,028	32,579	34,208	35,919	13,638.71	14,320.65	15,036.68	15,788.51	16,577.94	170.48	179.01	187.96	197.36	207.22
85	363,472	381,645	400,727	420,764	441,802	30,289	31,804	33,394	35,064	36,817	13,979.68	14,678.66	15,412.60	16,183.23	16,992.39	174.75	183.48	192.66	202.29	212.40
86	372,558	391,186	410,746	431,283	452,847	31,047	32,599	34,229	35,940	37,737	14,329.17	15,045.63	15,797.91	16,587.81	17,417.20	179.11	188.07	197.47	207.35	217.71
87	381,872	400,966	421,014	442,065	464,168	31,823	33,414	35,085	36,839	38,681	14,687.40	15,421.77	16,192.86	17,002.50	17,852.63	183.59	192.77	202.41	212.53	223.16
88	391,419	410,990	431,540	453,117	475,772	32,618	34,249	35,962	37,760	39,648	15,054.59									

**Groveland Community Services District
Proposed Salary Range Schedule FY 2022-23
Board Approved: June 29, 2023
5.1% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
92	432,054	453,656	476,339	500,156	525,164	36,004	37,805	39,695	41,680	43,764	16,617.45	17,448.32	18,320.73	19,236.77	20,198.61	207.72	218.10	229.01	240.46	252.48
93	442,855	464,998	488,248	512,660	538,293	36,905	38,750	40,687	42,722	44,858	17,032.88	17,884.53	18,778.75	19,717.69	20,703.57	212.91	223.56	234.73	246.47	258.79
94	453,926	476,623	500,454	525,476	551,750	37,827	39,719	41,704	43,790	45,979	17,458.70	18,331.64	19,248.22	20,210.63	21,221.16	218.23	229.15	240.60	252.63	265.26
95	465,274	488,538	512,965	538,613	565,544	38,773	40,712	42,747	44,884	47,129	17,895.17	18,789.93	19,729.43	20,715.90	21,751.69	223.69	234.87	246.62	258.95	271.90
96	476,906	500,752	525,789	552,079	579,683	39,742	41,729	43,816	46,007	48,307	18,342.55	19,259.68	20,222.66	21,233.79	22,295.48	229.28	240.75	252.78	265.42	278.69
97	488,829	513,270	538,934	565,881	594,175	40,736	42,773	44,911	47,157	49,515	18,801.11	19,741.17	20,728.23	21,764.64	22,852.87	235.01	246.76	259.10	272.06	285.66
98	501,050	526,102	552,407	580,028	609,029	41,754	43,842	46,034	48,336	50,752	19,271.14	20,234.70	21,246.43	22,308.76	23,424.19	240.89	252.93	265.58	278.86	292.80
99	513,576	539,255	566,217	594,528	624,255	42,798	44,938	47,185	49,544	52,021	19,752.92	20,740.57	21,777.59	22,866.47	24,009.80	246.91	259.26	272.22	285.83	300.12
100	526,415	552,736	580,373	609,392	639,861	43,868	46,061	48,364	50,783	53,322	20,246.74	21,259.08	22,322.03	23,438.14	24,610.04	253.08	265.74	279.03	292.98	307.63

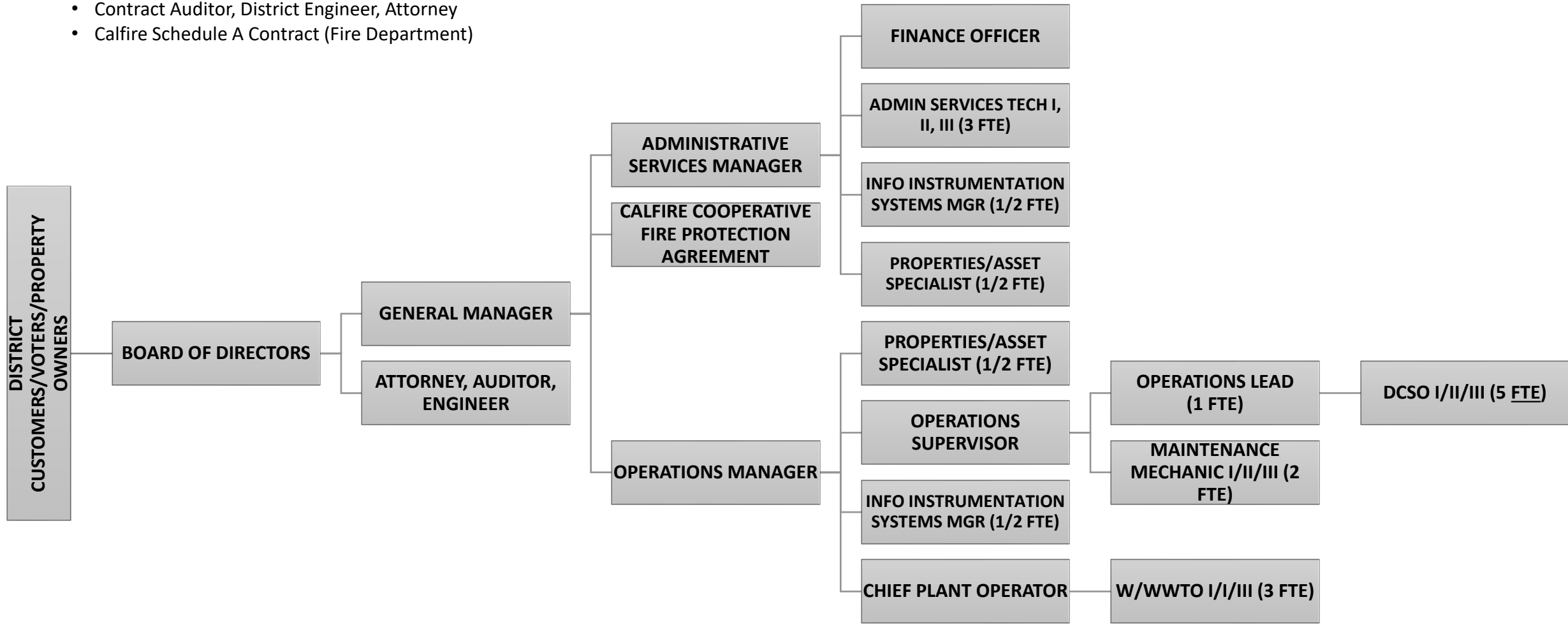
**Groveland Community Services District
Salary Schedule Range Placement**

Class Title	Salary Range	Maximum Monthly Salary
Administrative Services Technician I	3	\$4,861
Administrative Services Technician II	7	\$5,365
Administrative Services Technician III	13	\$6,222
Chief Plant Operator	27	\$8,791
Collection and Distribution System Operator I	5	\$5,107
Collection and Distribution System Operator II	11	\$5,922
Collection and Distribution System Operator III	15	\$6,537
Collections and Distribution Lead	19	\$7,216
Accountant	20	\$7,396
Finance Officer	40	\$12,119
Maintenance Mechanic I	11	\$5,922
Maintenance Mechanic II	17	\$6,868
Maintenance Mechanic III	21	\$7,581
Administrative Services Manager	29	\$9,237
Operations & Maintenance Manager	38	\$11,535
Information/Instrumentation Systems Manager	35	\$10,712
Operations & Maintenance Supervisor	27	\$8,791
Water/Wastewater Operator I	9	\$5,637
Water/Wastewater Operator II	15	\$6,537
Water/Wastewater Operator III	19	\$7,216
General Manager	Contract	\$187,566 Annually
Board Members	N/A	\$110.25 per Meeting

GCSD Organizational Chart- Proposed FY 2023-24

APPROVED HEADCOUNT 2-09-2021:

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



RESOLUTION 33-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING THE DISTRICT'S PRELIMINARY 2023/2024 FISCAL YEAR BUDGET AND RELATED ACTIONS

WHEREAS, the Groveland Community Services District (District) Board of Directors reviews and accepts a monthly treasurer's report that includes statements of cash flows, account and investment balances, and budget to actual reports; and

WHEREAS, at the District's regular meeting held on June 13, 2023 the General Manager presented a review of the FY 2023-2024 Budget preparation schedule and process; and

WHEREAS, the Board directed the General Manager to prepare the preliminary budget and schedule a Public Hearing before July 1, 2023: and

WHEREAS, the Notice of Public Hearing regarding the preliminary budget adoption was duly published on June 10, 2023 in the local newspaper as required by law; and

WHEREAS, the preliminary draft 2023-2024 budget is included herein for consideration; and

WHEREAS, the published appropriations limit (Gann Limit) calculation and employee Salary Schedule is also included herein for consideration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby approve and adopt:

1. Budget Preparation Memorandum
2. 2023-2024 Preliminary Budget
3. Appropriations Limit
4. Investment of District Funds Policy
5. Miscellaneous Fee Schedule
6. Employee Salary Schedule
7. Organizational Chart

BE IT FURTHER RESOLVED The board and public will then have the opportunity to provide input on the preliminary budget at our July board meeting and during the public hearing on August 8th, 2023 for the adoption the 2023/2024 Final Budget.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on June 29, 2023, by the following vote:

AYES:

NOES:

ABSENT:

APPROVE:

Nancy Mora , Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Special Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 29, 2023.

DATED: _____