



## REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 [www.gcsd.org](http://www.gcsd.org)

### AGENDA

February 8, 2022

10:00 a.m.

### **BOARD MEMBERS AND PUBLIC MAY ATTEND IN PERSON AT DISTRICT OFFICE OR VIA VIDEO CONFERENCE AS DETAILED BELOW:**

Under the Governor's Executive Order N-25-20 and Order N-29-20, members of the Board of Directors can participate by videoconference or teleconference. Accessibility Requirements, if you need swift special assistance during the Board meeting, please call (209) 962-7161. The District office is open to the public at this time from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm). All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below:

#### **HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:**

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

**Telephone:** Listen to the meeting live by calling Zoom at (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:**

**Written/ Read Aloud:** Please email your comments to [board@gcsd.org](mailto: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](mailto: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 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, at least 48 hours before a regular meeting at (209) 962-7161 or [rpearlman@gcsd.org](mailto:rpearlman@gcsd.org). Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

**AGENDA MATERIAL:**

Physical copies of agenda material will not be available at the meeting. All agenda material can be accessed on the District Board Meeting Webpage at <https://www.gcsd.org/board-meetings-meeting-documents>. Physical copies can be obtained through the District office once made available.

**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](http://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)



**TELECONFERENCE AGENDA**

February 8, 2022  
10:00 a.m.

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Board Members**

Spencer Edwards, President  
Robert Swan, Vice President  
John Armstrong, Director  
Janice Kwiatkowski, Director  
Nancy Mora, Director

**1. Approve Order of Agenda**

**2. Public Comment**

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

**3. Information Items**

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

**A. Staff Reports**

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

**B. Proclamations**

- i. Recognition of Adam Ahlswede for his 2 Years of Service to the Groveland Community Services District
- ii. Recognition of Jennifer Flores for her 11 Years of Service to the Groveland Community Services District

**4. Consent Calendar**

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

- A. Approve Minutes from the January 11, 2022, Regular Meeting
- B. Accept January 2022 Payables
- C. Adoption of a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor's Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the

- Legislative Body of the Groveland Community Services District for the Period of  
February 8, 2022 through March 8, 2022 Pursuant to Brown Act Provisions
- D. Waive Reading of Ordinances and Resolutions Except by Title

### 5. Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

- A. None.

### 6. Discussion and Action Items

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

- A. Adoption of a Resolution Amending the District's Local Rules and Policies Related to the Formation of Community Facilities Districts
- B. Adoption of a Resolution Amending the District's Land Development Policies Clarify the District's Requirement that all New Land Subdivisions and Large Commercial Developments Must Fund their Actual Cost of Fire and Park Services as Detailed in the Fiscal Impact Analysis, as Amended
- C. Adoption of a Resolution Amending the Board of Directors Policy Related to the Formation and Use of Board Committees

### 7. Closed Session (Public may comment on closed session item prior to Board convening into closed session)

A. **Conference with Real Property Negotiations Govt. Code Section 54956.8**

Property: APN 057-210-003-000, 057-240-001-000, 057-210-002-000, 057-210-001-000, 057-170-004-000, 057-170-002-000, 066-140-001, 006-050-029, 057-240-001-000

Agency Negotiators: General Manager Peter Kampa

Other Parties in the Negotiation: SFPUC, Chicago Title Company

Under Negotiation: Price, Terms and other Conditions for the Purchase of Hetch Hetchy Railroad Right of Way Parcels

- B. Announcement of Reportable Action taken in Closed Session

### 8. Adjournment

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

---

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

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

18966 Ferretti Road Groveland, CA 95321

Staff Report

February 1, 2022

To: Board of Directors

From: Andrew Murphy, Assistant Fire Chief  
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – January 1, 2022 to January 31, 2022

---

**Operations:**

**Emergency Incident Response:**

On Friday, January 21, 2022, at approximately 3:06pm, the CAL FIRE Emergency Command Center in San Andreas received a call for a smoke check in the area of Jackass Creek Road near Merrell Road. CAL FIRE TCU E4466 responded to the area and found a vegetation fire approximately one acre in size burning at a slow rate of spread, backing down hill along the west side of Jackass Creek Road. E4466 requested two additional engines, one water tender, and one hand crew. E4466 assumed command of the Creek incident. GCSD E781, CAL FIRE TCU Battalion 4419, Vallecito Crew 1 and E4475, CAL FIRE MMU E4291, Tuolumne County Fire Department Water Tender 618 from Chinese Camp all responded. The fire was contained to one acre of brush timber mix. After the initial attack was complete E781 was released from the incident at 4:27pm. The fire was determined to be human caused with the investigation still ongoing.







On Friday, January 14, 2022, at approximately 10:00AM a Groveland resident was having mechanical issues with their vehicle. This resident pulled up to the fire station and asked for help. We were told that the vehicle was stuck in four-wheel drive. FAE Patrick Cohen was able to return the vehicle to two-wheel drive and solve the issue. This is one of many examples where we have been able to assist the community of Groveland, even when it is not an emergency.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1995 International Model 15	In Service
Utility 786	2008 Chevrolet 2500	In Service

Training:

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

- 24' Ladder
- Lucas CPR Device
- PPE
- EMS
- FAE Patrick Cohen attended State Fire Training Company Officer 2B and Vehicle Extrication
- FAE Brendan Dempsey completed his Joint Apprenticeship Committee training and is now Journeyed as a Fire Apparatus Engineer.
- FC Travis Chunn attended Leadership 1 training at the California Training Center in Lone, CA.

Fire Department News:

The Notice of Interest for the CAL OES Hazard Mitigation Grant was approved, and we have been invited to submit a full application. This grant application is for fuel reduction on the (2) new GCSD properties that total 37 acres.

FAE Brendan Dempsey has accepted a Fire Captain promotion with CAL FIRE! He starts his new position on February 21, 2022. His dedication to the community of Groveland has been amazing, and everyone at station 78 wishes him the best in this new position!

**MONTH - January 2022**

**STATION 78**

Alarm Sounding	2
Odor Investigation	0
Debris Fire	0
Medical Aid	25
Fire Menace Standby	3
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	6
Smoke Check	1
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	1
Vehicle Accident	2
Vehicle Accident/Pin in	0
Vehicle Fire	1
<b>TOTAL</b>	<b>41</b>

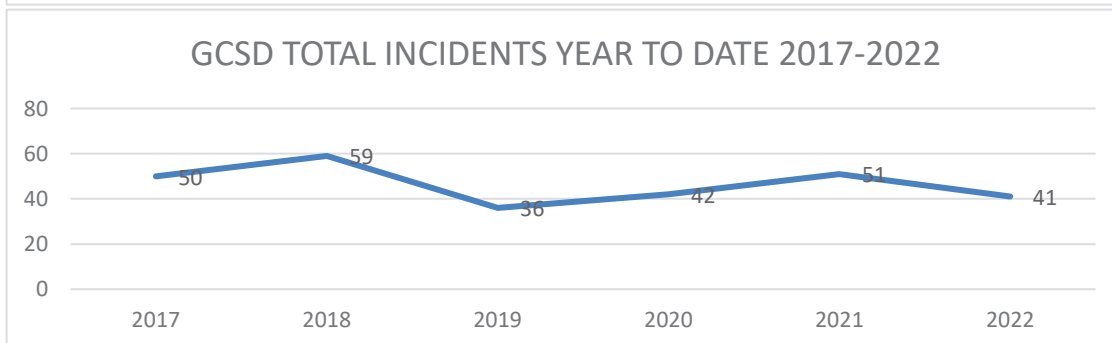
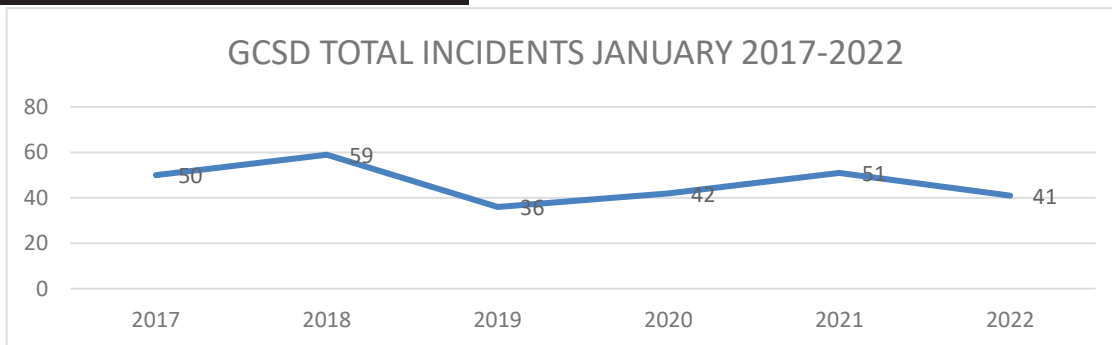
(38 calls in GCSO district, 3 calls in Tuolumne County)



Auto Aid	Given
<b>Tuolumne County</b>	<b>3</b>
Inc# 554 Vehicle Fire Old Priest Grade Inc# 677 Vehicle Accident Cherry Lake Rd Inc# 998 Vegetation Fire Jackass Creek Rd	

ALS	
Yes	No
21	6

**Last Call Logged Run # TCU 001475**







**Information Provided By**

O&M Manager: Luis Melchor  
 Operations Supervisor: Greg Dunn  
 Maintenance Supervisor: Adam Ahlswede  
 Administration Services Technician: Renee Van Dyk

**Operations and Maintenance Report  
 January 2022**

**Operations Department**

**Wastewater Treatment Division**

Influent Totals	
Total	3.75
High	0.21
Low	0.08
Average	0.12

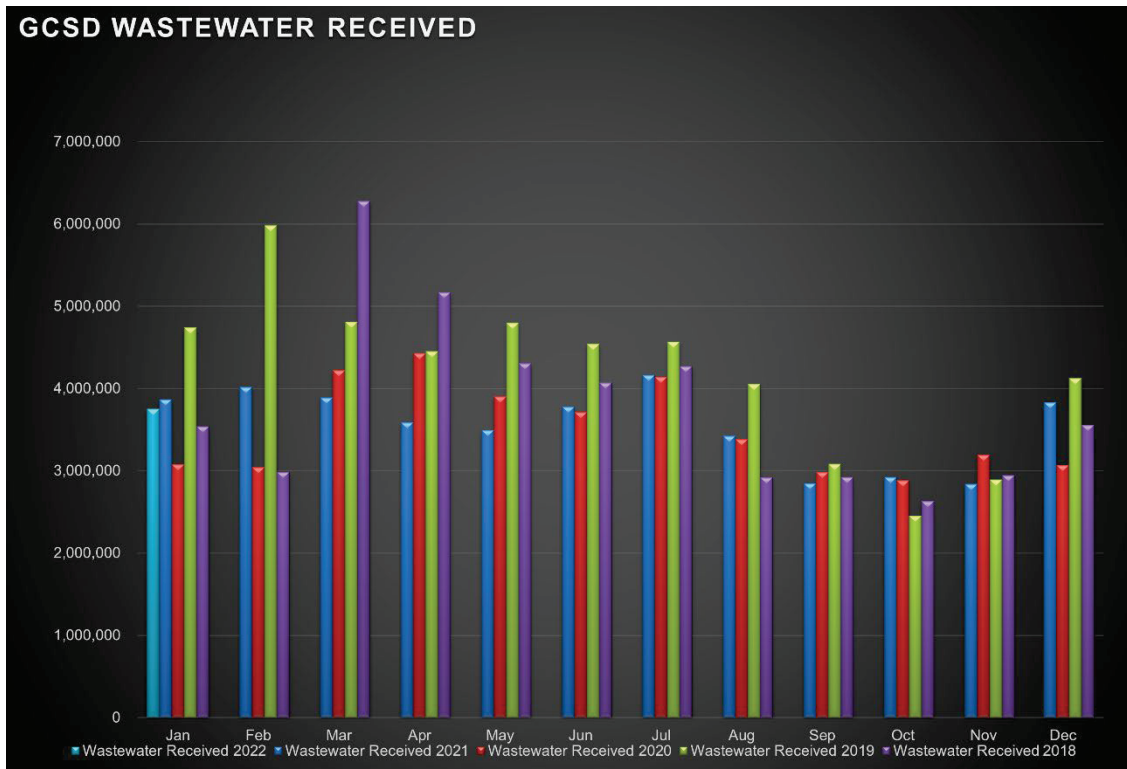
Effluent Totals	
Total	N/A
High	N/A
Low	N/A
Average	N/A

Reclamation Totals	
PML	0
Spray Fields	0
PML Season Total	22,953,000
Spray Field Season Total	11,222,818

Wasting Totals	
Total Inches	245
Total Pounds	6011
Active Accounts	1562

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2022	2021	2020	2019	2018
19.8"	0.00"	9.36"	15.41"	8.12"	4.77"
High	High 0.00"	High 3.86"	High 1.95"	High 2.71"	High 1.88"

**Charted Historical Monthly Influent Totals**



## **Wastewater Treatment Division**

### **Routine Tasks**

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab

## **Water Treatment Division**

### **Routine Tasks**

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Monitored/sample Distribution Tank as needed

## Maintenance Department

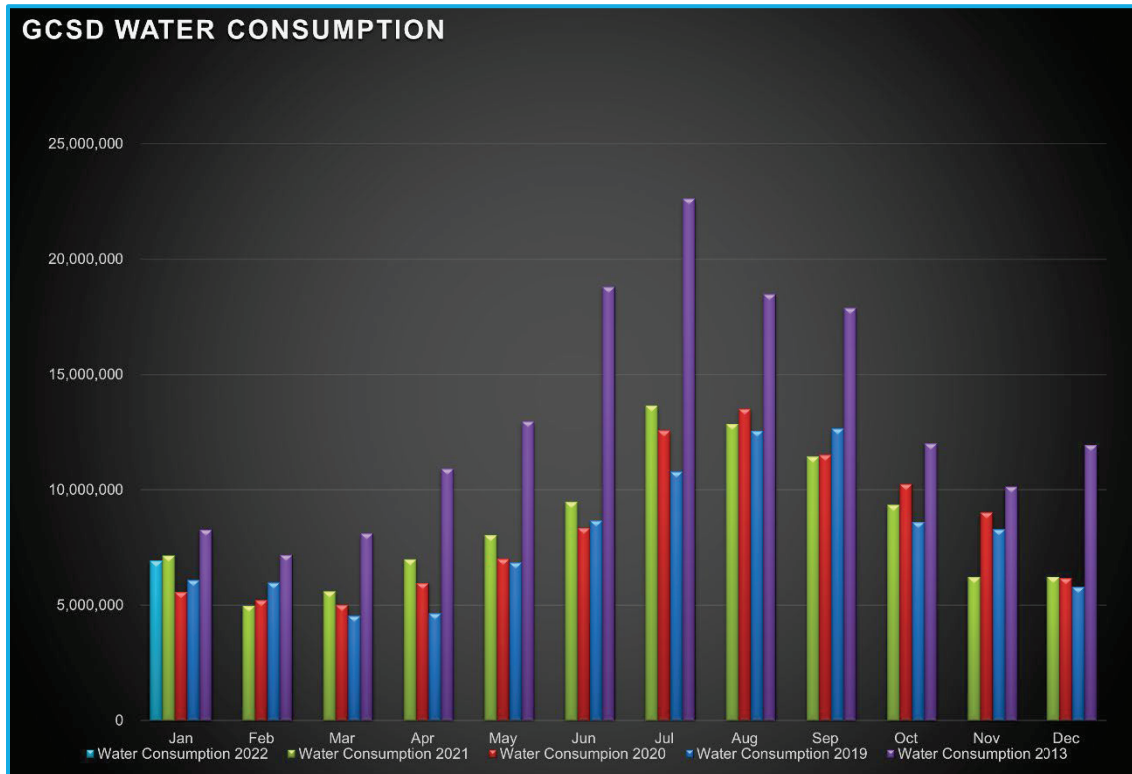
### Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	2
Water Meters Installed	0
Monthly Meter Restrictions	0
Meter Changeouts	0
Tenant Final Reads	2
Re-Reads	8
Meter Turn-Offs	2
Meter Turn-Ons	2
Meter Tests	24
<b>Total Meter Related Issues</b>	<b>40</b>

Billed Consumption (Gallons)	2022	2021	2020
Residential	6,557,428		
Commercial	357,833		
<b>Total</b>	<b>6,915,261</b>		

<b>Active Accounts</b>	3257
------------------------	------

### Charted Historical Monthly Water Consumption



## Water Distribution System Division

### Maintenance and Repair Data

Description	Total
Water Main Leaks / Repairs	1
Water Service Line Leaks / Repairs	3
Fire Hydrant Repairs / Replacements	1
Number of Hydrants Flushed	21
Number of Dead-Ends Flushed	8
Water Valves Exercised	10
GIS Points	1

Description	Gallons
Flushing for Water Quality	47,200
Water Loss Due to Leaks / Breaks	45,250

After Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
26.5	3	2	0	31.5

### Maintenance and Repair

- **Routine Tasks**
  - Read all District Water Meters
  - Customer Service Calls (Low / High Pressures, No Water, Turn-Ons / Turn-Offs, Etc.)
  - Underground Service Alert (USA) Utility Marking Program
  - Weekly Pump Station Inspections at: Tank 2, Tank 4, Tank 5 (Buildings, Tanks, Motors, Pumps, Drives, Communications, Generators, and Auxiliary Equipment)
- **Tanks and Pump Stations**
  - Installed solar panels and power supply batteries at tank 1
  - Installed solar panels and power supply batteries at tank 3
  - Installed solar panels and power supply batteries at tank 5
- **Distribution System**
  - Water main leak/repair on Fox Ct.
  - Water service line leak/repair on Flint Ct.
  - Water service line leak/repair on Cottonwood St.
  - Water Service line leak/repair on Clifton Way
  - Replaced leaking blow off valve on Ferret Ct.
  - Repaired fire hydrant on Merrell Rd
  - Scheduled monthly dead-end flushing areas (see data above): Units 1, 2, 3, 4
  - Cleaned out ARV boxes on Mueller Dr
  - Cleaned two hydrants that were buried

**Tank 5 Solar Panel and Power Supply System Installation**



**Fox Court Water Main Leak Repair**



## Wastewater Collection System Division

Description	Total
Manholes Inspected	235
GIS Points	168
Customer Complaint	2
Odor Complaints	0

Description	Total
Flushing/Jetting (Feet)	4415
Video Inspection (Feet)	590

Description	Total
Sanitary Sewer Spills (SSO)	0
SSO Gallons Spilled	0

### Maintenance and Repair

- **Routine Tasks**
  - Weekly lift station site inspections
  - Added degreaser and odor control to lift stations
- **Lift Stations**
  - Cleaned: LS1, LS2, LS3, LS4, LS9, LS11, LS12, LS15
  - Replaced cabinet light fixtures at: LS11, LS12, LS15
- **Collection System**
  - Inspected Manholes: Groveland to STP, BOF to LS16, LS16 to STP, Twin Pines Easement, Creek Crossing to STP, Lower Park to STP
  - Flushed/Jetted gravity sewer line areas (See data above): Twine Pines Easement, Bass Pond, Lower Park to STP, Creek Crossing to STP, Vassar St to Odd Fellows Parking Lot, Homestead Rd
  - GIS Manholes (see data above): Groveland, Big Oak Flat, Possible surge manholes for Sewer Project
  - Marked sewer stub-out for customer in Big Oak Flat

## Parks Division

### Maintenance and Repair

- **Mary Laveroni Community Park**
  - Landscape Maintenance
  - Cleaned drainage in lower park, full of sand
- **Ballfield & Dog Park**
  - N/A



## General Maintenance Division

### Maintenance By Department

- **Operations Department**

- Water Treatment Plants
  - AWS
    - Adjusted air compressor psi setting

- **Maintenance Department**

- Equipment
  - Generators
    - LS12: Added oil
  - Rebuilt both 1.5" Honda Pumps
- Vehicles
  - CERT Vehicle: Repaired and prepared for service
  - 787: 90-Day Inspection
  - 781: 90-Day Inspection
  - 788: 90-Day Inspection
  - 783: 90-Day Inspection; Repaired light switches
  - 60523: 90-Day Inspection
  - 68522: 90-Day Inspection
  - 60524: 90-Day Inspection; Repaired beacon wiring; Rebuilt 90 Degree swivel fitting for hose reel
  - 12210: 90-Day Inspection; Changed hub oil in left rear hub
  - 41825: Serviced
  - 50810: Repaired trailer brake wiring
- Buildings & Yard
  - Isolated power for Res 1 & 2 because contractor hit conduit.
  - Repaired electrical wiring for gate opener
  - Maintenance Office: Repaired bathroom doorknobs; Installed new paper towel dispenser in right side bathroom
  - Removed swamp cooler from blower room and patched opening

## Contracted Work

- Industrial Electric
  - Load Banking Generators
    - Big Creek
- Comphel Heating and Air
  - Serviced HVAC units:
    - Big Creek
    - 2G
    - AWS
    - Tank 2
    - STP Buildings
- Presidio Systems, Inc.
  - Cleaned Lift Stations:
    - LS5
    - LS6
    - LS7
    - LS8

## Workplace Safety and Training

- **Routine Safety Meetings**
  - Daily Tailgate Meetings
  - Weekly Safety Meetings
  - Weekly Security Checks
  - Weekly Vehicle Inspection

**REGULAR MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
January 11, 2022  
10:00 a.m.**

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

**Call to Order**

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

**Approve Order of Agenda**

Motion

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

**Public Comment**

A member of the public made a comment regarding members of the public not being on the previous wastewater funding committee.

A member of the public made a comment requesting meeting documentation for today's meeting.

A member of the public made a comment requesting to be a member of the wastewater funding committee.

**Information Items**

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

**Staff Reports**

Fire Department Report  
General Manager's Verbal Report  
Operations Manager's Report  
Administrative Services Manager's Report  
Presentation of the 2021 District Year in Review

**Standing Committee Reports**

2021 Sewer Improvements

## **Proclamations**

Recognition of Luis Melchor for his 15 Years of Service to the Groveland Community Services District

Recognition of Andrew Marshall for his 4 Years of Service to the Groveland Community Services District

Recognition of Zach Pacheco for his 2 Years of Service to the Groveland Community Services District

## **Consent Calendar**

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

Approve Minutes from the December 14, 2021, Regular Meeting

Approve Minutes from the January 6, 2022, Committee Meeting

Accept December 2021 Payables

Adoption of a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor's Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of January 11, 2022, through February 8, 2022 Pursuant to Brown Act Provisions

Adoption of Resolution Accepting an Exclusive Sewer Easement Grant Deed from Assessor's Parcel Numbers 090-210-009 and 090-20-010

Acceptance and Filing of CEQA Notices of Exemption for the WWTP Fuel Tank Replacement Project and Automated (Water) Metering Infrastructure Project

Adoption of a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor's Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of December 14, 2021, through January 11, 2022, Pursuant to Brown Act Provisions

Waive Reading of Ordinances and Resolutions Except by Title

### **Motion**

*Director Swan moved, seconded by Director Edwards and the motion passed unanimously by roll call to approve the consent calendar with the exception of revising the public comment on item 4B and removing item 4E for discussion.*

Adoption of Resolution Accepting an Exclusive Sewer Easement Grant Deed from Assessor's Parcel Numbers 090-210-009 and 090-20-010

### **Motion**

*Director Swan moved, seconded by Director Edwards and the motion passed unanimously by roll call to adopt Resolution 02-2022 Accepting an Exclusive Sewer Easement Grant Deed from Assessor's Parcel Numbers 090-210-009 and 090-210-010 with revisions of the numerical error of the APN on the resolution.*

## **Old Business**

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action).

Adoption of a Resolution Rescinding the Community Facilities District 2021-01 Future Annexation Area and Related Actions Detailed in District Resolutions 18-2021, 22-2021, 25-2021 and Ordinance No. 1-2021 Which Authorized the Levy of Special Taxes on Properties Annexing to the Community Facilities District 2021-01

### **Motion**

*Director Swan moved, seconded by Director Armstrong and the motion passed unanimously by roll call to adopt Resolution 03-2022 Rescinding the Community Facilities District 2021-01 (Public Services) Future Annexation Area Established Pursuant to District Resolutions 18-2021, 22-2021, and Rescinding Special Tax Ordinance No. 1-2021.*

## **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.

Acceptance of the District's Audited Financial Statements for Fiscal Year 2020/21 as Presented by Gilbert and Associates

### **Motion**

*Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously by roll call to accept the FY 20/21 Audited Financial Statements.*

Adoption of a Resolution Approving an Addendum to the Mitigated Negative Declaration for the Downtown Groveland and Big Oak Flat Sewer Collection System Improvements Project

### **Motion**

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to adopt Resolution 04-2022 approving the Addendum to the Mitigated Negative Declaration for the Groveland Community Services District's Downtown Groveland and Big Oak Flat Sewer Collection System Improvements Project (State Clearinghouse #2019059053).*

Consideration of Approval of the Community Improvement Project Scope to be Submitted to the Clean California Grant Program in Partnership with the Yosemite Hwy 120 Chamber of Commerce

### **Motion**

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to approve the Community Improvement Project Scope to be submitted to the Clean California Grant in Partnership with the Yosemite Hwy 120 Chamber of Commerce.*

Election of Board Officers for Calendar Year 2022

### **Motion**

*Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed by roll call to nominate and elect Director Edwards to serve as the District Board President for calendar year 2022.*

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

*Abstain: Director Edwards*

**Motion**

*Director Edwards moved, seconded by Director Armstrong and the motion passed unanimously by roll call to nominate and elect Director Swan to serve as the District Board Vice President for calendar year 2022.*

**Motion**

*Director Kwiatkowski moved, seconded by Director Edwards and the motion passed unanimously by roll call to appoint Rachel Pearlman to serve as the District's Board Secretary.*

**Adjournment**

Meeting adjourned at 12:58pm.

APPROVED:

\_\_\_\_\_  
Spencer Edwards, Board President

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary





# ACCOUNTS PAYABLE CHECK LISTING

January 2022  
Fiscal Year 21/22  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks

User: morsetti  
Printed: 2/1/2022 11:52:16 AM



Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
115840	OE3	Operating Engineers Local #3	1/6/2022	False	True	PR Batch 00001.01.2022 Oper Engin Union Dues	\$400.68	False	
902395	CAL09	CalPers 457 Plan Administrator	1/6/2022	False	True	PR Batch 00001.01.2022 CalPers Def Comp	\$1,038.47	False	
902396	DCSS	Dept of Child Support Services	1/6/2022	False	True	PR Batch 00001.01.2022 Wage Garnish Child Support	\$205.03	False	
902397	EDD01	EDD - Electronic	1/6/2022	False	True	PR Batch 00001.01.2022 State Income Tax	\$4,288.65	False	
902398	FedEFTP:	Federal EFTPS	1/6/2022	False	True	PR Batch 00001.01.2022 Medicare Empl Portion	\$16,466.24	False	
902399	Orion	Orion Portfolio Solutions	1/6/2022	False	True	PR Batch 00001.01.2022 Orion 457	\$1,805.00	False	
902400	PER01	Pers - Electronic	1/6/2022	False	True	PR Batch 00001.01.2022 PERS Employee Deduct	\$10,234.91	False	
21163	Aquafix	Aquafix	1/11/2022	False	True	1 ea. drum of GreaseZilla & De-Sulph-A-Nator for Lift Stations	\$3,935.25	True	1/31/2022
21164	AWW04	AWWA CA-NV Cert Program	1/11/2022	False	True	Luis Melchor Cross-Connection Certification Renewal	\$120.00	False	
21165	CAR06	Carbon Copy Inc.	1/11/2022	False	True	Monthly Copier Usage	\$41.85	True	1/31/2022
21166	UB*0299:	Casper, Kenneth & Stephanie	1/11/2022	False	True	Refund Check 006110-000, 12604 CRESTHAVEN 4/44	\$185.79	True	1/31/2022
21167	Cle03	CleanSmith Solutions	1/11/2022	False	True	Disinfection Services	\$1,150.00	True	1/31/2022
21168	COL03	Columbia Communications	1/11/2022	False	True	Pager for Operations Dept	\$501.84	True	1/31/2022
21169	CWEA	CWEA	1/11/2022	False	True	Luis Melchor CWEA Membership Renewal	\$192.00	False	
21170	Datapros	Dataprose LLC Attn AR	1/11/2022	False	True	Monthly UB Statement Processing	\$1,883.75	True	1/31/2022
21171	den01	De Nora, Water Technologies INC	1/11/2022	False	True	Filter Cartridge for WWTP OSG	\$130.57	True	1/31/2022
21172	DIS01	Dish Network	1/11/2022	False	True	Satellite TV for FD	\$79.57	True	1/31/2022
21173	EDIS01	E.D.I.S.	1/11/2022	False	True	Admin Supplemental Health Ins. 40%	\$703.34	True	1/31/2022
21174	Eld01	El Dorado Septic Service, Inc.	1/11/2022	False	True	Trucks and Drivers for Cleanup at Park	\$3,443.75	True	1/31/2022
21175	Fas02	Fastenal	1/11/2022	False	True	2 ea. 48 Pack AA & AAA batteries	\$580.63	True	1/31/2022
21176	GCS02	GCS&D	1/11/2022	False	True	GCS&D Water Bill	\$4,110.25	True	1/31/2022
21177	GEN02	General Supply Co	1/11/2022	False	True	Breakers for panels in the Collections building	\$1,497.99	True	1/31/2022
21178	UB*0300:	Gugino, Alan & Brenda	1/11/2022	False	True	Refund Check 013627-000, 20150 Ferret Ct. 9/3	\$8.93	True	1/31/2022
21179	Hun02	Hunt & Sons, Inc.	1/11/2022	False	True	Fuel & Oil	\$2,511.22	True	1/31/2022
21180	JSW02	J.S. West Propane Gas	1/11/2022	False	True	Propane	\$1,831.09	True	1/31/2022
21181	UB*0299:	Jordan, Thomas & Debbie	1/11/2022	False	True	Refund Check 014585-000, 19562 Butler Way 1/11	\$23.02	True	1/31/2022
21182	UB*0300:	Lentz, Rachel	1/11/2022	False	True	Refund Check 016629-000, 19444 PINE MT DR 1/409	\$214.38	False	
21183	Mitel	Mitel	1/11/2022	False	True	District Telephone Service	\$361.06	True	1/31/2022
21184	MOO01	Moore Bros. Scavenger Co., Inc.	1/11/2022	False	True	30 Yd. Monthly Debris Box Rental	\$652.86	True	1/31/2022
21185	MOT03	Mother Lode Answering Service	1/11/2022	False	True	Monthly Call Forward/Paging	\$297.80	True	1/31/2022
21186	MOU03	Mountain Oasis Water Systems	1/11/2022	False	True	Bottled Water	\$104.50	True	1/31/2022
21187	Moy01	Moyle Paving, Inc.	1/11/2022	False	True	Road Base for Shop Bins	\$592.56	True	1/31/2022
21188	neu01	Neumiller & Beardslee	1/11/2022	False	True	Legal Services	\$299.00	True	1/31/2022

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
21189	per04	Percoco, Ronald	1/11/2022	False	True	District Cleaning & Uniform Laundering	\$2,062.00	True	1/31/2022
21190	UB*0300:	Perez, Javier & Martha	1/11/2022	False	True	Refund Check 014477-000, 19066 DIGGER PINE 7/231 MW 7/232	\$97.79	True	1/31/2022
21191	PGE01	PG&E	1/11/2022	False	True	Monthly Electric Charges	\$712.62	True	1/31/2022
21192	Pin07	Pine Mountain Auto	1/11/2022	False	True	December Auto Parts	\$1,727.20	True	1/31/2022
21193	pmi01	PML Hardware & Supply Inc.	1/11/2022	False	True	December Hardware supplies	\$1,071.05	True	1/31/2022
21194	Pri04	Principal Life Insurance Company	1/11/2022	False	True	Monthly Dental	\$614.51	True	1/31/2022
21195	RHD01	R. H. Davis & Co., LTD.	1/11/2022	False	True	Appraisal Review Letter for Park Land Purchase	\$500.00	True	1/31/2022
21196	Rig01	Right Now Couriers	1/11/2022	False	True	Monthly Courier Service	\$190.80	True	1/31/2022
21197	SFPUC	San Francisco Public Utilities Commission	1/11/2022	False	True	Monthly Water Purchase	\$12,203.34	True	1/31/2022
21198	Sie17	Sierra Instant Printing	1/11/2022	False	True	2022 Dog Park Permits	\$441.78	True	1/31/2022
21199	Sna01	Snap-on Atn: Kyle	1/11/2022	False	True	Tools for Shop	\$577.81	True	1/31/2022
21200	Sprbrk	Springbrook Holding Co. LLC	1/11/2022	False	True	Monthly Civic Pay C/C Pmt Fees	\$1,193.10	True	1/31/2022
21202	SWR03	SWRCB	1/11/2022	False	True	Large Water System Annual Permit 07/01/2021-06/30/2022	\$9,922.99	True	1/31/2022
21203	UB*0300	Syroek, Cory & Sara	1/11/2022	False	True	Refund Check 014900-002, 12698 EAGLE CT 4/488 MIRGE	\$4.01	True	1/31/2022
21204	TUO01	Tuo. Co. Public Power Agency	1/11/2022	False	True	Public Power Purchase	\$16,624.36	True	1/31/2022
21205	UMP01	UMPQUA Bank Comm Card Ops	1/11/2022	False	True	December Credit Card Purchases	\$1,248.50	True	1/31/2022
21206	UNI05	Univar Solutions	1/11/2022	False	True	159 gallons of Sod Hypo for WTP	\$561.04	True	1/31/2022
21207	Wells	Wells Fargo Vendor Financial Services, LLC	1/11/2022	False	True	Monthly Lease on Admin Copier	\$359.28	True	1/31/2022
21208	Wri01	Wright Appraisal, Inc.21	1/11/2022	False	True	Appraisal fee for Lot 10 & Deer Flat Road	\$550.00	True	1/31/2022
115841	OE3	Operating Engineers Local #3	1/19/2022	False	True	PR Batch 00002.01.2022 Oper Engin Union Dues	\$400.68	False	
902401	CAL09	CalPers 457 Plan Administrator	1/19/2022	False	True	PR Batch 00002.01.2022 CalPers Def Comp	\$1,038.47	False	
902402	DCSS	Dept of Child Support Services	1/19/2022	False	True	PR Batch 00002.01.2022 Wage Garnish Child Support	\$205.03	False	
902403	EDD01	EDD - Electronic	1/19/2022	False	True	PR Batch 00002.01.2022 State Income Tax	\$4,065.31	False	
902404	FedEFTT:	Federal EFTPS	1/19/2022	False	True	PR Batch 00002.01.2022 Federal Income Tax	\$16,273.26	False	
902405	Orion	Orion Portfolio Solutions	1/19/2022	False	True	PR Batch 00002.01.2022 Orion 457	\$1,805.00	False	
902406	PER01	Pers - Electronic	1/19/2022	False	True	PR Batch 00002.01.2022 PERS Employee Deduct	\$9,306.18	False	
21210	AIR01	Airgas USA, LLC	1/25/2022	False	True	Industrial Oxygen exchange for Maintenance	\$225.85	True	1/31/2022
21211	am01	AM Consulting Engineers, Inc.	1/25/2022	False	True	Engineering for December 2021, (Big Creek - \$16,000.00)	\$39,678.51	True	1/31/2022
21212	BLU01	Anthem Blue Cross	1/25/2022	False	True	Monthly Group Health Ins.	\$24,662.90	False	
21213	AQU01	Aqua Labs	1/25/2022	False	True	Lab Tests	\$4,585.00	True	1/31/2022
21214	ATT02	AT&T	1/25/2022	False	True	Monthly Cal Net phone service	\$450.82	False	
21215	ATTL0	AT&T (Internet)	1/25/2022	False	True	Monthly Fiber Internet-Admin	\$594.52	True	1/31/2022
21216	CA Dept	CA Dept of Tax/Fee Administration	1/25/2022	False	True	Oct-Dec, 2021 Sales Use Tax	\$716.00	False	
21217	UB*0300:	Cherry, Gary & Carole	1/25/2022	False	True	Refund Check 007432-000, 12870 GREENVALLEY 3/398	\$363.85	False	
21218	Com04	Comphel Heating & Air Conditioning, Inc.	1/25/2022	False	True	A/C Unit for STP Blower	\$10,860.00	False	
21219	den01	De Nora, Water Technologies INC	1/25/2022	False	True	Switch Float & Acrylic Tubes for WWTP	\$5,881.30	True	1/31/2022
21220	Fas02	Fastenal	1/25/2022	False	True	10 boxes XL Blue Gloves, Batteries	\$397.06	False	
21221	FOO01	Foothill-Sierra Pest Control	1/25/2022	False	True	Fire Dept Pest Control	\$275.00	False	
21222	gilb01	Gilbert Associates, Inc.	1/25/2022	False	True	CPA Services	\$3,400.00	True	1/31/2022
21223	Gre06	Green Rubber-Kennedy Ag	1/25/2022	False	True	Hoses and fittings for pumps	\$1,784.82	True	1/31/2022
21224	H&S	H & S Parts and Service	1/25/2022	False	True	D2 Governor for Truck 787	\$28.78	False	
21225	HAC01	Hach	1/25/2022	False	True	TNT Chemicals for Wastewater Plant & Turbidimeter (\$5,000)	\$10,724.03	True	1/31/2022

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
21226	Hum02	Humana Insurance Company	1/25/2022	False	True	Dental Insurance	\$2,925.02	False	
21227	ICAD01	Industrial Control and Design, Inc.	1/25/2022	False	True	Billing for 35% for Installation/Configuration of Dream Reports Generator Rental/Install (\$30,000)	\$18,968.27	False	
21228	ind04	Industrial Electrical Co.	1/25/2022	False	True	Quarterly Hardware Maint-Handhelds	\$41,515.24	False	
21229	ITR01	Itron Electric Metering Co Inc	1/25/2022	False	True	Propane	\$506.67	False	
21230	JSW02	J.S. West Propane Gas	1/25/2022	False	True	Refund Check 012976-000, 13046 MOKELUMNE 2/205	\$871.55	False	
21231	UB*0297	Jacinto, John	1/25/2022	False	True	Crewboss Tactical Pants	\$60.00	False	
21232	CUR01	L. N. Curtis & Sons	1/25/2022	False	True	Refund Check 016001-000, 20797 Nonpareil Way 10/28	\$375.38	False	
21233	UB*0300	Ladd, Robert & Linda	1/25/2022	False	True	Meter Cellular 1 Year Service Plan	\$117.54	False	
21234	Met04	Metron-Farmer, LLC	1/25/2022	False	True	Monthly LTD Insurance	\$107.25	False	
21235	met02	Metropolitan Life Insurance Company	1/25/2022	False	True	Refund Check 008144-000, 13187 JACKSON MILL 2/90	\$870.66	False	
21236	UB*0300	Olson, Brian	1/25/2022	False	True	Refund Check 016755-000, 20647 LONGVIEW ST 3/264 Parts for Small Honda Pumps	\$28.62	True	1/31/2022
21237	UB*0300	Pezzella, Kasie	1/25/2022	False	True	Cleaned Lift Stations 5, 6, 7 & 8	\$120.78	False	
21238	pin04	Pine Alley Saw Shop	1/25/2022	False	True	Retired Employee Health Insurance - February	\$113.70	False	
21239	pre02	Presidio Systems, Inc	1/25/2022	False	True	Monthly Courier Service	\$3,300.00	True	1/31/2022
21240	SUE01	Ray Suess Insurance & Invst	1/25/2022	False	True	Social Media Management	\$5,628.88	True	1/31/2022
21241	Rig01	Right Now Couriers	1/25/2022	False	True	30 Hats for Employee Uniforms	\$190.80	False	
21242	Ron01	Roni Lynn	1/25/2022	False	True	Refund Check 011867-000, 13015 WELLS FARGO 2/424 Added	\$2,600.00	True	1/31/2022
21243	Rus01	Rush Advertising Specialties	1/25/2022	False	True	Ambulance to Policy	\$547.40	True	1/31/2022
21244	UB*0300	Scilingo, Joyce	1/25/2022	False	True	CERT Expense for Ambulance	\$56.01	False	
21245	SDR01	SDRMA	1/25/2022	False	True	Dec. Office supplies	\$250.89	False	
21247	son12	Sonora Ford	1/25/2022	False	True	Annual Service Connections Permit Fee 07/01/21-06/30/22 CERT	\$1,227.86	False	
21248	Stat15	Staples Credit Plan	1/25/2022	False	True	expense for 6 tires for Ambulance	\$212.79	True	1/31/2022
21249	SWR03	SWRCB	1/25/2022	False	True	Parts for Generator Install and Head Works Catch Basket	\$1,086.00	False	
21250	Tir02	TireHub, LLC	1/25/2022	False	True	Sewer Project Utility Permit	\$903.42	True	1/31/2022
21251	TRO01	Trotter Welding & Steel Supply	1/25/2022	False	True	GCSD share of 2021/22 LAFCO	\$539.84	False	
21252	TUO09	Tuo Co. Dept. Of Public Works	1/25/2022	False	True	Monthly Auto Dialers	\$2,437.25	True	1/31/2022
21253	TUO04	Tuo. Co. Clerk & Auditor-Contr	1/25/2022	False	True	Monthly Auto Dialers	\$3,294.28	False	
21254	Ver03	Verizon Wireless 7706	1/25/2022	False	True	Groveland Park Amenities Study & Plan Through January 2, 2022	\$128.84	True	1/31/2022
21255	WRT01	Wallace, Robert & Todd	1/25/2022	False	True	Prof. Services for Integrated W/WW Master Plan for Dec. 2021	\$20,511.75	False	
21256	Wood01	Wood Rodgers, Inc.	1/25/2022	False	True	Greg Dunn T3 Drinking Water Treatment Operator Cert Renewal	\$3,564.00	False	
21257	SWR02	SWRCB	1/26/2022	False	True	January Direct Deposit Payroll	\$180.00	False	
						<b>Total Accounts Payable</b>	<b>\$85,185.05</b>		
							<b>\$446,723.08</b>		



**TO: GCSB Board of Directors**

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

**DATE: February 8, 2022**

**SUBJECT: Agenda Item 4C: Adoption of a Resolution Proclaiming A Local Emergency Persists, Ratifying the Proclamation of a State of Emergency by Governor’s Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of February 8, 2022 through March 8, 2022 Pursuant to Brown Act Provisions**

---

**RECOMMENDED ACTION:**

*I move to approve Resolution 05-2021 Ratifying the Proclamation of a State of Emergency by Governor’s Executive Order N-25-20 and Order N-29-20, and Re-Authorizing Remote Teleconference Meetings of the Legislative Body of the Groveland Community Services District for the Period of February 8, 2022 through March 8, 2022 Pursuant to Brown Act Provisions.*

**BACKGROUND:**

In March of 2020, the Governor issued Executive Order N-29-20 (“Order”) suspending portions of the Brown Act and allowing public meetings to occur virtually. That included restricting the public to attend the meetings virtually without a physical location. The Governor’s Order expired on September 30, 2021.

On September 16, 2021 the Governor signed AB 361 that amends the Brown Act teleconferencing requirements to allow a public agency, during a declared emergency (such as the current pandemic), the option of holding meetings remotely without following the current teleconferencing requirements in the Brown Act and restricting the public’s access to telephone or video conference. However, it establishes procedural hurdles that must be followed and maintained during the election to meet remotely.

Following are requirements for invoking AB 361 the first time that a public agency does so:

1. There must be a “proclaimed state of emergency,” *as there is currently, in that the Governor’s State of Emergency Declaration, issued on March 4, 2020, has not been lifted, and*
2. One of the following three circumstances must exist:

- a. State or local officials have imposed or recommended measures to promote social distancing, *which also currently exist in California in light of the COVID-19 pandemic*;
- b. The meeting is held to determine, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to health or safety of attendees; or
- c. The majority of the legislative body has voted that, as a result of the emergency, meeting in person would present imminent risk to the health or safety of attendees.

If a public agency wishes to consider invoking AB 361 for subsequent meetings, the following is required for those subsequent meetings:

1. The proclaimed state of emergency must remain active; or
2. State or local officials have imposed or recommended measures to promote social distancing; and
3. Not later than 30 days after teleconferencing for the first time under the AB 361 rules, and every 30 days thereafter, the Legislative body shall make the following findings by majority vote:
  - The legislative body has reconsidered the circumstances of emergency, and at least one of the following circumstances exist:
    - a. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
    - b. State or local officials continue to impose or recommend measures to promote social distancing.

The requirement that a Legislative body must make one of the two findings listed directly above by majority vote every 30 days to continue to invoke AB 361, will result in the need to hold special Board meetings prior to some of the regularly scheduled monthly meetings as they will fall outside the 30-day window.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

1. Resolution 05-2022



## RESOLUTION 05-2022

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S EXECUTIVE ORDER N-25-20 AND ORDER N-29-20, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE GROVELAND COMMUNITY SERVICES DISTRICT FOR THE PERIOD FEBRUARY 8, 2022 TO MARCH 8, 2022 PURSUANT TO BROWN ACT PROVISIONS

**WHEREAS**, the Groveland Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Groveland Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board of Directors previously adopted a Resolution, Number 13-2021 on March 31, 2021, finding that the requisite conditions exist for the legislative bodies of Groveland Community Services District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

**WHEREAS**, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

**WHEREAS**, emergency conditions persist in the District, specifically, a state of emergency remains active in that the Governor's State of Emergency Declaration, issued on March 4, 2020, has not been lifted; and

**WHEREAS**, the state and local officials have recommended social distancing in light of the ongoing Covid-19 pandemic; and

**WHEREAS**, the Board of Directors does hereby find that a state of emergency remains active in that the Governor’s State of Emergency Declaration, issued on March 4, 2020, has not been lifted, and, the state and local officials have recommended social distancing in light of the ongoing Covid-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Groveland Community Services District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the District has taken measures to ensure the public has ease of access to teleconference meetings of the Board of Directors by including detailed instructions on how to observe and participate and the direct meeting link on published agendas as well as detailed instructions for public comment submission.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and state and local officials have recommended social distancing in light of the ongoing Covid-19 pandemic.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of October 12, 2021

Section 4. Remote Teleconference Meetings. The GENERAL MANAGER and legislative bodies of Groveland Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 10, 2021 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Groveland Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND ADOPTED** by the Board of Directors of Groveland Community Services District, this 8th day of February 2022, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

---

Rachel Pearlman, Board Secretary

---

Spencer Edwards, President - Board of Directors

**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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 8, 2022

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



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: February 8, 2022**

**SUBJECT: Agenda Item 6A: Adoption of a Resolution Amending the District's Local Rules and Policies Related to the Formation of Community Facilities Districts**

---

**RECOMMENDED ACTION:**

*I move to approve Resolution 06-2022 amending the District's Local Rules and Policies related to the formation of Community Facilities Districts.*

**BACKGROUND:**

During the Board's November and December 2021 regular meetings, staff was directed to prepare the resolutions necessary to rescind the formation of the Community Facilities District (CFD) 2021-01. Staff was further directed to amend current policies to clarify the Board's intent that any fiscal impact created by future new large residential and large commercial developments within the GCSB boundaries, were to be offset and/or paid by the new large development projects. It was discussed with the Board and agreed that both the Policy Related to the Formation of Community Facilities Districts and District development policies require amendments to make this direction clear.

On June 8, 2021 the board of directors adopted a policy establishing local rules related to the formation of community facilities districts. The purpose of the policy is to outline the conditions under which a community facilities district may be formed, how the board expects expenses related to the community facilities district to be allocated and paid, and the services and facilities that may be funded by a new large development project by formation of a CFD that encompasses their properties only. Adoption of this policy did not and does not form a CFD, rather it serves as direction to management on when and how CFDs may be used to offset impacts on services expected to result from large developments.

This proposed policy change provides clear direction to management that formation of CFDs may be used to fund a portion of the cost of providing services to new large residential and large commercial development projects, and further provides a definition of what constitutes a "large" residential and commercial project. If the policy amendment is approved, when a new large residential or commercial development project is proposed within the GCSB boundaries through the county planning process, management will be able to convey to the County in our response that the large project must offset its fiscal impact on services and offer the formation of a CFD as a priority means to accomplish this

requirement. The proposed policy amendments are shown in **underlined** text in the attached policy document.

**ATTACHMENTS:**

1. Resolution 06-2022
2. Redline version of the draft amended Local Rules and Policies Related to the Formation of Community Facilities Districts

**FISCAL IMPACT:**

None

**RESOLUTION 06-2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S LOCAL RULES AND POLICIES RELATED TO THE FORMATION OF COMMUNITY FACILITIES DISTRICTS**

**WHEREAS**, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

**WHEREAS**, the Board desires to amend and update the above policy to meet the current needs of the District.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby adopt Resolution 06-2022 amending the District's Local Rules and Policies Related to the Formation of Community Facilities Districts.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 8, 2022 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVE:

---

Spencer Edwards, President - Board of Directors

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 8, 2022  
DATED: \_\_\_\_\_

## Local Goals and Policies for Community Facilities Districts

**Purpose:** Section 53312.7(a) of the California Government Code requires that a district's Board of Directors consider and adopt local goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act"), prior to the initiation of proceedings on or after January 1, 1994, to establish a new community facilities district (CFD) under the Act. These goals and policies may be amended or supplemented by resolution of the Board of Directors of the Groveland Community Services District (the "District") at any time.

### Goals:

- a) Services. It is the goal of the District that new large residential and large commercial development generate sufficient additional revenues to fund the District's costs of providing the public services required by that development. When considering approval of services to new large residential and large commercial development, the Board of Directors will consider the use of the Act to provide a portion of the required revenues. For the purposes of this policy the following definitions apply:
- New Residential development of more than four units is considered a subdivision (via subdivision map) by the District and is considered large residential development.
  - a) • New Commercial development of more than 7,200 square feet of floor space is considered large commercial development;
- b) Facilities. The Board of Directors will consider the use of the Act for financing public facilities and refinancing existing liens levied or bonds issued to finance public facilities, only in connection with the prospective development of new large residential or large commercial land in the District or as otherwise referenced in a development agreement to which the District is a party. Any request for a CFD which is not integral to the development of land will require amendment of these goals and policies and will be considered on a case-by-case basis; and
- c) Costs. All District and non-contingent consultant costs incurred in the evaluation and establishment of new CFDs and annexations to existing CFDs will be paid by the proponents of the formation/annexation. With respect to CFDs that finance facilities, the District shall use all reasonable efforts to reimburse all CFD formation/annexation costs from CFD bond proceeds if and when CFD bonds are issued. Expenses incurred by the District that are not chargeable to the CFD shall be borne by the proponent of the CFD. No costs associated with a CFD will be paid by properties located outside the CFD.

### Eligible Public Services and Facilities:

- a) Services. The specific services to be funded shall include all services authorized under both Section 53313 of the Government Code and Section 13862 of the Health and Safety Code including, but not limited to, fire protection and suppression services, ambulance and paramedic services, park maintenance and lighting and landscaping services, and operation of any real property or other tangible property with an estimated useful life of five or more years that is owned by the District or by another local agency pursuant to agreement; and
- b) Facilities. The improvements eligible to be financed by a CFD must be owned by a public agency or public utility and must have a useful life of at least five (5) years, except that up to five percent of the proceeds of a debt issue may be used for facilities owned and operated by a



privately-owned public utility. The improvements must be consistent with any relevant specific plan approvals. A CFD shall not vest any rights to future land use on any properties, including those which are responsible for paying special taxes.

The list of public facilities eligible to be financed by a CFD include, but are not limited to, the following:

- Fire stations
- Training facilities
- Firefighting apparatuses
- Administrative facilities
- Emergency response equipment
- Local park, recreation, parkway, and open-space facilities

The funding of public facilities to be owned and operated by public agencies other than the District shall be considered on a case-by-case basis. If the proposed facilities are appropriate for financing by a CFD and are consistent with approved land use plans or other governmental approvals for the property, the District may consider entering into a joint community facilities agreement in order to finance these facilities. A joint agreement with the public agency that will own and operate any such facility must be entered into prior to the adoption of the resolution of formation, a resolution of change altering the CFD, or a resolution authorizing the issuance of bonds, except as otherwise permitted under the Act.

**Priorities for CFD Financing:** Priority for CFD financing shall be given to public facilities and services which are necessary for development, or otherwise required to satisfy any conditions of development.

**Credit Quality Requirements for CFD Bond Issues:** All CFD bond issues should have at least a three-to-one property value-to-public lien ratio after calculating the value of the financed public improvements to be installed and any private improvements for which financing is reasonably assured, unless the Board of Directors finds and determines that the proposed bonds do not present any unusual credit risk or, by a four-fifths vote, that the proposed bond issue should proceed for specified public policy reasons. Property value may be based on either an appraisal or assessed values as indicated on the county assessor's tax roll. Any appraiser shall be selected by the District, and the appraisal shall be based on the definitions, standards and assumptions as described in "Appraisal Standards for Land Secured Financings," published by the California Debt and Investment Advisory Commission, dated May 1994, as revised and as may be amended from time to time. The appraisal must be dated within three months of the date the bonds are issued. The public lien amount shall include the bond issue currently being sold plus any public indebtedness secured by a fixed lien on real property currently existing against the properties to be taxed.

A reserve fund equal to the lesser of (i) ten percent of the original proceeds of the bond issue, (ii) the maximum annual debt service on the bonds, or (iii) one hundred twenty-five percent of the average annual debt service on the bonds is considered as appropriate for any bond issue where less than seventy-five percent of the buildable acreage has been developed. A smaller reserve fund may be appropriate for bond issues in CFDs where over a significant percentage of the buildable acreage has been developed. The reserve fund may be maintained by or on behalf of a public financing authority, if such an authority purchases the CFD bonds, and need not be held under the fiscal agent agreement pursuant to which the CFD bonds are issued. Less than a three-to-one property value-to-public lien ratio, excessive tax delinquencies, or projects of poor economic viability may cause the District to disallow the sale of bonds or require credit enhancement prior to bond sale.

If the District requires letters of credit or other security in connection with the issuance of bonds for a CFD, the credit enhancement shall be issued by an institution, in a form and upon terms and conditions satisfactory to the District. Any security required to be provided may be discharged by the District upon the opinion of a qualified appraiser, retained by the District (at the expense of the CFD or the applicable landowner), that a value-to-lien ratio of three to one has been attained. As an alternative to providing other security, a portion of the bond proceeds may be placed in escrow with a corporate agent in an amount sufficient to assure a value-to-lien ratio of at least three to one on the outstanding proceeds, or other appropriate release requirements.

**Disclosure Requirements for Prospective Property Purchasers Located within a CFD:**

- a) Disclosure Requirements for Developers. Developers who are selling lots or parcels that are within a CFD shall provide disclosure notice to prospective purchasers that complies with all of the requirements of Section 53341.5 of the Government Code. The disclosure notice must be provided to prospective purchasers of property at or prior to the time the contract or deposit receipt for the purchase of property is executed. Developers shall keep an executed copy of each disclosure document as evidence that disclosure has been provided to all purchasers of property within a CFD, and shall provide the District with a copy of each such disclosure document; and
- b) Disclosure Requirements for the Resale of Lots within a CFD. The District's Business Administrative Services Manager or designee shall provide a notice of special taxes to sellers of property (other than developers) located within an established CFD which will enable them to comply with their notice requirements under Section 1102.6 of the Civil Code et seq. This notice shall be provided by the Business-Administrative Services Manager or designee within five working days of receiving a written request for the notice, unless otherwise permitted under the Act. A reasonable fee may be charged for providing the notice, not to exceed any maximum fee specified in the Act.

**Equity of Special Tax Formulas and Maximum Special Taxes:**

- a) Special tax formulas for CFDs shall provide for minimum special tax levels which satisfy the following expenses of a CFD:
  1. 10 percent gross debt service coverage for all CFD bonded indebtedness.
  2. The cost of providing the authorized service.
  3. The projected administrative expenses of the CFD.
- b) Additionally, the special tax formula may provide for the following:
  1. Any amounts required to establish or replenish any reserve fund established in association with the indebtedness of the CFD.
  2. The accumulation of funds reasonably required for future debt service.
  3. Amounts equal to projected delinquencies of special tax payments.
  4. The costs of remarketing, credit enhancement and liquidity facility fees. The cost of acquisition, construction, furnishing or equipping of facilities.
  5. Lease payments for existing or future facilities.
  6. Costs associated with the release of funds from an escrow account.
  7. Any other costs or payments permitted by the Act and applicable law.
- c) The special tax formula shall be reasonable and equitable in allocating the costs of the services and the public facilities financed by the CFD to parcels within the CFD, unless

otherwise agreed to by at least the owners of two-thirds of the property to be subject to the special tax.

- d) Exemptions from the special tax may be given to parcels which are publicly owned, are held by a property owners' association, are used for a public purpose such as open space or wetlands, are affected by public utility easements making impractical their utilization for other than the purposes set forth in the easements, or have insufficient value to support bonded indebtedness.
- e) The total projected property tax levels for any CFD shall not exceed any maximum specified in the Act. The annual increase, if any, in the maximum special tax for any parcel shall not exceed any maximum specified in the Act. The increase in the special tax levied on any parcel as a consequence of delinquency or default by the owner of any other parcel shall not exceed any maximum specified in the Act.
- f) The District shall retain a special tax consultant to prepare a report which:
  - 1. Recommends a special tax for the proposed CFD.
  - 2. Evaluates the special tax proposed to determine its ability to adequately fund the identified services and /or public facilities, CFD administrative costs, and other related expenditures. Such analysis shall also address the resulting aggregate tax burden of all proposed special taxes plus existing special taxes, ad valorem taxes and assessments on the properties within the CFD.

**Appraisals:** The definitions, standards and assumptions to be used for appraisals shall be determined by District staff on a case-by-case basis, with input from District consultants and CFD proponents, and by reference to relevant materials and information promulgated by the State of California. In any event, the value-to-lien ratio shall be determined based upon an appraisal by an independent MAI appraiser of the proposed CFD. The appraisal shall be coordinated by and under the direction of the District. All costs associated with the preparation of the appraisal report shall be paid by the proponents of the CFD through an advance deposit mechanism. The District shall have discretion to retain a consultant to prepare a report to verify market absorption assumptions and projected sales prices of the properties which may be subject to the maximum special tax in the CFD.

**Terms and Conditions of Bonds:** All terms and conditions of any CFD bonded indebtedness shall be established by the District, after consultation with the District's consultants, District staff and the proponents of the CFD. The District will control, manage and invest, or cause to be controlled, managed and invested, all CFD bond proceeds. Each bond issue shall be structured so as to eliminate any adverse impact on the bonding capacity or credit rating of the District. The Board of Directors shall at all times retain the discretion as to if and when any bonds shall be issued for a CFD.

All statements and material related to the sale of bonds shall emphasize and state that neither the faith, nor general credit of the District is pledged to security or repayment of the bonds. The sole source of pledged revenues to repay CFD bonds shall be the special taxes, bond proceeds and reserve funds held under the bond document, and the proceeds of foreclosure proceedings and additional security instruments provided at the time of bond issuance, unless otherwise specifically agreed to in writing by the District.

**CFD Initial Costs:** All District and consultant costs incurred in the evaluation of CFD applications and the establishment of CFDs or annexation into an existing CFD will be paid by the proponents of the CFD by

advance deposit increments. The District shall use reasonable efforts not to incur any non-reimbursable expenses for processing and administering CFDs. In general, expenses not chargeable to the CFD shall be directly borne by the proponents of the CFD.

**Use of Consultants:** The District shall select all consultants necessary for the formation of (or annexation to) and administration of a CFD and the issuance of bonds, including the underwriter(s), bond counsel, financial advisors, appraiser, any market absorption consultant and the special tax consultant. Prior consent of any proponent of a CFD shall not be required in the determination by the District of the consulting and financing team.

**Continuing Disclosure:** By being allowed to participate in a Mello-Roos proceeding, each owner of land therein must be willing to provide information deemed by the District and its financing team to be needed in order for the District and the underwriter to comply with applicable Federal and state securities laws, including continuing disclosure requirements imposed by SEC Rule 15c2-12.

**Exceptions to These Policies:** The District may find that a waiver of any of the above stated policies is reasonable given identified District benefits to be derived from such waiver. Such waivers only will be granted by action of the Board of Directors.

*Adopted: June 8, 2021*

---

*Board Secretary*

---

*Board President*



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: February 8, 2022**

**SUBJECT: Agenda Item 6B: Adoption of a Resolution Amending the District's Land Development Policies Clarify the District's Requirement that all New Land Subdivisions and Large Commercial Developments Must Fund their Actual Cost of Fire and Park Services as Detailed in the Fiscal Impact Analysis, as Amended**

**RECOMMENDED ACTION:**

*I move to approve Resolution 07-2022 amending the District's Land Development Policies clarify the District's requirement that all New Land Subdivisions and Large Commercial Developments must fund their actual cost of Fire and Park Services as detailed in the Fiscal Impact Analysis, as amended.*

**BACKGROUND:**

The district policies related to new development projects are outlined in section 600 of the operating policies and procedures manual of the district. The intent of the development policies is outlined in the very first section of the 600 series. The board has directed that our policies very clearly articulate and require that new development pay the cost associated with any impacts to district services. Consistent with the proposed amendments to the policy related to the use of community facilities districts, the proposed amendments to this policy make specific reference to the applicability of community facilities district funding mechanisms to new large residential and large commercial development projects.

**ATTACHMENTS:**

1. Resolution 07-2022
2. Draft amended development policy

**FISCAL IMPACT:**

None

**RESOLUTION 07-2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S LAND DEVELOPMENT POLICIES CLARIFY THE DISTRICT'S REQUIREMENT THAT ALL NEW LAND SUBDIVISIONS AND LARGE COMMERCIAL DEVELOPMENTS MUST FUND THEIR ACTUAL COST OF FIRE AND PARK SERVICES AS DETAILED IN THE FISCAL IMPACT ANALYSIS, AS AMENDED**

**WHEREAS**, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

**WHEREAS**, the Board desires to amend and update the above policy to meet the current needs of the District.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby adopt Resolution 06-2022 amending the District's Land Development Policies Related to the District's Requirement that all New Land Subdivisions and Large Commercial Developments Must Fund their Actual Cost of Fire and Park Services as Detailed in the Fiscal Impact Analysis, as Amended.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 8, 2022 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

APPROVE:

---

Spencer Edwards, President - Board of Directors

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 8, 2022  
DATED: \_\_\_\_\_



**601 DISTRICT'S INTENT OF DEVELOPMENT POLICY**

## 601.1 Introduction

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

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

established by the District.

11. Open area and green belts in the proposed development that may be irrigated shall be plumbed to receive recycled water. The District reserves the right to deliver recycled water and/or apply other water conservation measures to conserve potable water to the development at the developer's expense.
12. The proposed development shall conform with all aspects of the Tuolumne County General Plan and any applicable Area Plan Amendments to the General Plan. The District will entertain incentive programs proposed by the developer to assist the developer to conform to these plans.
13. If the proposed project must be annexed into the service area of the District, and LAFCO requires the developer to modify his project in a way that changes the design of District-related infrastructure, then the District will require the developer to suspend the annexation proceedings until the District infrastructure issues have been resolved to the District's satisfaction.
14. If a proposed development is to be annexed into the service area of the District, the capacities in the District's existing infrastructures that are reserved for existing parcels within the service area shall not be used by the proposed development. In addition, it is the District's policy to allocate water supply availability and wastewater treatment capacity to undeveloped parcels within its existing service area before identifying additional water supply capacity or wastewater treatment capacity to serve development which is outside the District's existing boundaries but which may be annexed into the District. The developer will be obligated to expand existing capacities in ways that do not induce additional long-term operation and maintenance expenses on existing customers beyond that which might have been expected had the development not been served by the District. In addition, the developer of a project that requires annexation may be required to expand the infrastructure capacity beyond the needs for his proposed development if the additional capacity is required for the long-term infrastructure needs of the District. The District uses Reimbursement Agreements (see Appendix 600-A—Standard Reimbursement Agreement) to reimburse developers for the additional costs associated with the extensions beyond their development needs.
15. If on-going costs of operating and maintaining the infrastructure within a development are higher than the costs associated with the existing infrastructure, then the District shall cover these additional costs by implementing a cost mitigation plan, such as forming an improvement district for the new development so that the existing District customers do not subsidize services provided to the new development.
16. The District shall require the developer of large residential and large commercial projects, as those are further defined in this policy, to prepare a detailed financial impact analysis as part of the Sub-Area Master Plan. The analysis shall evaluate long-term financial impacts on existing District equipment, facilities and services by customers for providing water, wastewater, parks and fire services to the proposed development. The analysis shall also disclose any anticipated additional costs (including the re-allocation of government fund taxes) or reduction in service to existing customers and future customers moving into the new development caused by the development of the proposed project. The District will require the Developer to form a Community Facilities District, created in accordance with District policies to offset the fiscal impacts identified in the impact analysis.
17. The developer shall cover the operation and maintenance costs of the project associated with water, wastewater, parks and fire service between the time of the District's acceptance of the project and full build-out of the project, less that portion of the operation and maintenance costs paid by customers who have moved into the new project.

18. If the District Board of Directors is to consider a reduction in service for existing customers to accommodate a new development, then the Board shall hold public hearing(s) to disclose to the public the nature of the reduction in service and to receive input from the public regarding the reduction in service.

## 601.2 Development Types and Their Associated Processes

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

## 601.3 Variance to Development Policies

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



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: February 8, 2022**

**SUBJECT: Agenda Item 6C: Adoption of a Resolution Amending the Board of Directors Policy Related to the Formation and Use of Board Committees**

---

**RECOMMENDED ACTION:**

*I move to approve Resolution 08-2022 amending the Board of Directors Policy related to the formation and use of Board Committees.*

**BACKGROUND:**

During the last few board meetings, it has been recommended that the board of directors clarify its policy related to the formation and use of district committees. One of the stated reasons for evaluation of the policy was the opportunity to include language allowing the committee to reach out to members of the public and other interests to participate in committee meetings to provide additional input on important matters and to identify stakeholders who may want to attend meetings to provide strategic input based on their area of interests or experiences.

In amending the policy, additional areas of clarification were drafted based on Board and public input over the past few years. The policy now clarifies that ad hoc committees are limited to two Board members being assigned, and can designate whether open committee meetings will be held. As an example, the recently appointed ad hoc committees appointed to review human resources consulting proposals with staff and review an initial draft of the water/sewer master plan, would not necessarily post an agenda and take meeting minutes. An ad hoc committee formed to review and recommend a tax or other funding mechanism for fire services, due to the very public nature of its work, would absolutely invite maximum public participation, post agendas and invite stakeholders. The policy was further amended to clarify that standing committees will create a standing meeting schedule and will operate on a more ongoing basis.

**ATTACHMENTS:**

1. Resolution 08-2022
2. Draft Redline Committee Policy

**FISCAL IMPACT:**

None

**RESOLUTION 08-2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE BOARD OF DIRECTORS POLICY RELATED TO THE FORMATION AND USE OF BOARD COMMITTEES**

**WHEREAS**, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

**WHEREAS**, the Board desires to amend and update the above policy to meet the current needs of the District.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby adopt Resolution 08-2022 amending the District's Board of Directors Policy Related to the Formation and Use of Board Committees.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 8, 2022 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVE:

---

Spencer Edwards, President - Board of Directors

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 8, 2022  
DATED: \_\_\_\_\_

### 3.1 Committees

The Board may create standing or *ad hoc* committees at its discretion. Once created and at its first meeting of each new year, the committee shall self-select a Committee Chair to preside over its meetings. The use of committees is intended to assist the Board in keeping its regular business meetings focused on action items and to provide a less formal venue to achieve a deeper understanding of specific aspects of the District, assist in long range policy planning and to receive additional public input on major District planning activities, initiatives and actions.

#### 3.1.1 Committee Authorities

Unless authority to perform a duty is expressly delegated by the Board to a Committee, committee motions and recommendations shall be advisory to the Board.

Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

To broaden public input and outreach, the Committee Chair may seek to identify members of the public, representatives from other agencies or interests such as development, business and real estate to engage and assist the committee in its assigned evaluations and recommendations to the Board.

#### 3.1.2 Ad hoc Committees

The President shall appoint such *ad hoc* committees, consisting of less than three members of the Board of Directors as may be deemed necessary or advisable by herself/himself and/or the Board. *Ad hoc*

committees are formed for a specific, singular purpose and/or to reach a specific goal within a finite time period. The duties of *ad hoc* committees and whether the committee will hold public meetings shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. A third member of the Board of Directors shall not be allowed to attend an ad hoc committee meeting(s).

#### 3.1.3 Standing Committees

The Board's may create standing committees may be assigned to review District projects, functions, activities, finances and/or operations pertaining to their designated concerns, as specified at the time that the standing committee is formed. A standing committee is typically formed to meet on a continuing or ongoing basis. The standing committee's purpose may be amended from time to time at the Board's discretion. Said assignment may be made by, at the recommendation of the Board President, a majority vote of the Board, or on their own initiative by the committee itself. Any recommendations resulting from said review changes to a standing committee's purpose defied on its formation should be submitted to the Board via a written or oral report made by full board action.

##### 3.2.3.1 Standing Committee Meetings

Standing committees shall establish a regular meeting schedule of not less than quarterly. All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

##### 3.2.3.2 Standing Committee Members

Standing Committees shall consist of no more than two members of the Board of

Directors. A third member of the Board of Directors may attend Standing Committee meetings but shall not participate in the committee meeting, in accordance with state law. The Board President shall appoint and publicly announce the members of the standing committees at the time of their initial formation and thereafter for the ensuing year no later than the Board's regular meeting in January.

**3.1.4 Non-District Committees**

Where the Board has agreed to designate a Director or Directors to serve on a non-District committee, the President shall nominate said Directors for Board ratification.

Formatted: Justified, Indent: Left: 0.08", Right: 0.08", Space Before: 2.95 pt