

AGENDA

August 13, 2024

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 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, 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 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. 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 in advance of the meeting in 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.

AGENDA

August 13, 2024

10:00 a.m.

Location: 18966 Ferretti Road, Groveland
CA 95321

Call to Order

Pledge of Allegiance

Approval from the Board to Permit Director Kwiatkowski to Attend the Meeting Remotely Due to a Circumstantial Situation

Roll Call of Board Members

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

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

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

B. Proclamations

- i. Recognition of Michelle Ronning for her 1 Year 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 July 9, 2024, Regular Meeting

B. Accept July 2024 Payables

C. 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. Biannual Review and Discussion of the District's Conflict of Interest Policy in Accordance with the Political Reform Act
- B. Adoption of a Resolution Approving an Amendment to Current Policy Regarding Public Access to District Owned Easements
- C. Adoption of a Resolution Authorizing the General Manager to Approve the Application for Abandonment of Interest in Public Utility Easement Associated with APN 093-290-006 and 093-290-007
- D. Consideration of a Position on the Tuolumne County Measure Z, Sales Tax and its Associated Advisory Measure Scheduled for the November 2024 Ballot
- E. Adoption of a Resolution Authorizing the Award of the Water Refill Station REBID Project to Peterson Excavating and to Authorize the General Manager to Sign an Agreement on Behalf of the District
- F. Review and Discussion Regarding the Proposals that Were Received for the Design Services of the Groveland Hetch Hetchy Railroad Trail Project, Phase 1
- G. Adoption of a Resolution Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study
- H. Adoption of a Reimbursement Resolution Related to Acquisition of Property for Employee Housing

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

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: General Manager and Administrative Services Manager

Employee Organization: Operating Engineers, Local 3

Announcement of Action Taken in Closed Session

8. Adjournment



**Groveland Community Services District
Fire Department / CALFIRE**
18966 Ferretti Road Groveland, CA 95321



Staff Report
August 1, 2024

To: Board of Directors

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

Subject: Monthly Activity Report – July 1st, 2024 – July 31st, 2024

Operations:

On July 1st, 2024, at 10:57 PM, GCSO Engine-781 was dispatched with TCFD Engine-631 for a vehicle accident. Upon arrival, GCSO Engine-781 reported a single vehicle off the roadway and unstable on its side with one patient sustaining minor injuries. The Incident Commander conducted a thorough assessment of the scene, identifying the critical needs of patient management and vehicle stabilization.





**Groveland Community Services District
Fire Department / CALFIRE**
18966 Ferretti Road Groveland, CA 95321



Operations:



On July 6, 2024, at 8:03 PM, GCSD Engine-781 and TCFD Engine-631 were dispatched to a vehicle accident on Priest Grade. Upon arrival, GCSD Engine-781 reported that a single vehicle was involved, and that the occupant had sustained minor injuries. Emergency personnel immediately began providing care for the injured individual and established traffic control to ensure scene safety. Resources at the scene worked collaboratively to manage the incident effectively and remained at scene until the vehicle was removed.





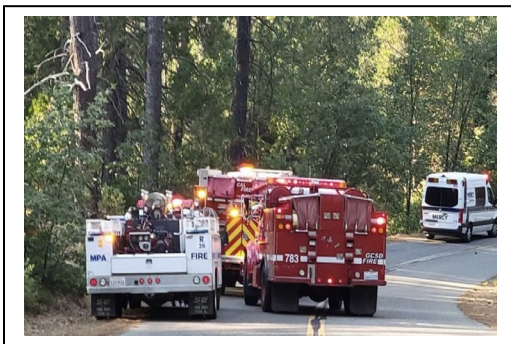
Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



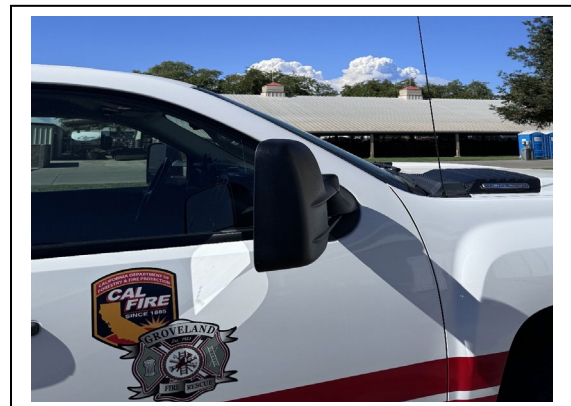
Operations:

In the month of July GCSO supported the CAL FIRE State Mission with Assistance by Hire Fire Equipment (ABH) that responded to various emergency situations including vegetation fires, vehicle accidents and Out-of-County assignments staffed with State and TCFD personnel.



Engine-783 and an additional Fire Engine from the Groveland Forest Fire Station responded to a vehicle accident on the County line of Tuolumne and Mariposa. They provided critical support ensuring the safety of injured patients by providing Basic Life Support (BLS) Interventions.

Utility-786 is assigned to the Park Incident in Chico, California and was staffed by a Captain from TCFD. Providing oversight and management of the **Supply Unit**. The Supply Unit serves as the operational hub for the incident ensuring essential supplies and equipment are readily available for the assignment.





Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1997 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:

- FAE Santiago Martinez- Attended Instructor 1 in Riverside.
- FAE Rex Doo- Attended ICS 300 in Oakdale.
- FAE Herrera- Attended his final JAC class Company Officer 2C in Fresno.
- Patient Packaging with Motherlode Hand Crew
- High Pick Point Rope Anchor
- Administration of Narcan for Overdose Patients within Tuolumne County EMS Policy
- AED & Lucas Device
- Ladders
- Structure Fire Evolutions
- Vehicle Accident Rescue Extrication Equipment



Groveland Community Services District Fire Department / CALFIRE

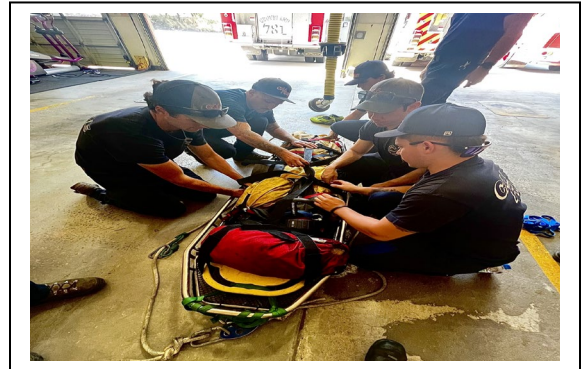
18966 Ferretti Road Groveland, CA 95321



Training:



In July, we conducted training with CAL FIRE Motherlode Crew 3 on Rope Rescue Operations, emphasizing fundamental tasks and responsibilities for beginners. Participants gained hands-on experience and knowledge essential for effective operations. This training aimed to enhance the crew's capability to perform safely and efficiently in Rope Rescue Scenarios.



As part of the three-year JAC program, FAE Herrera and FAE Martinez are required to pass both a first year and a third-year test. They have successfully completed their first-year test, which includes a comprehensive 100-question written exam, they also completed three Fire Apparatus Engineer skill assessments. Their successful completion of these requirements marks a significant milestone in their progression through the CALFIRE JAC Program.

Report to GCSD Board for August 2024

- We have received a \$1600 grant from Adventist Health for additional supplies in support of our Firefighter Rehab operation. Procurement has begun.
- GCERT Team meeting on Sept 28 will feature a presentation by The American Red Cross on the topics of Heating/Cooling Centers and shelters. Also, they will be working towards cross training CERT members in Red Cross matters.
- GCERT is planning the following Team meetings in 2024.
Sep 28, Oct 26.
- GCERT will meet on Friday with CHP and CSU to discuss 49er Festival activities. We are planning of community preparations.
BobA met with CHP commander to review.
- GCERT will complete background checks for all certified members.
- GCERT partnered with PML S&SC for Wildfire Preparedness Workshops on July 21st at PML Lake Lodge. There were 30 people in attendance. We were assisted by both local engines, Tuolumne County CSU, Tuolumne County Animal Control and Tuolumne County OES.
We will be presenting a version for The Little House and Southside Seniors on August 29th.
- GCERT has 25 participants, 26 inquiring people and 16 fully certified members.
- GCERT has notified FD that our Firefighter Rehab vehicle is operational. It is equipped with all necessary equipment to Go Live. (Funded by Adventist Health Grant).
GCERT is also available for Traffic Control deployment.
- Tom Hernandez is the GCERT Team Leader. Len Otley is our Training Officer. Sam Park is the Logistics Officer.
- We (GCSD & CERT) will be applying for a grant from Sonora Foundation for CERT Basic Training in association with TC OES. The next Basic CERT training will be in the Fall 2024.

MONTH - July 2024

STATION 78

Alarm Sounding	1
Odor Investigation	0
Debris Fire	0
Medical Aid	32
Fire Menace Standby	0
Fire Other	0
Haz Mat	6
Landing Zone	3
Plane/Heli Crash	0
Public Assist	9
Smoke Check	2
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	3
Vehicle Accident/Pin in	0
Vehicle Fire	1
TOTAL	57

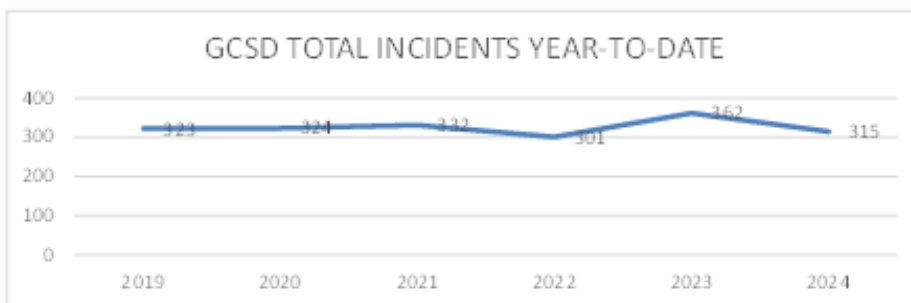
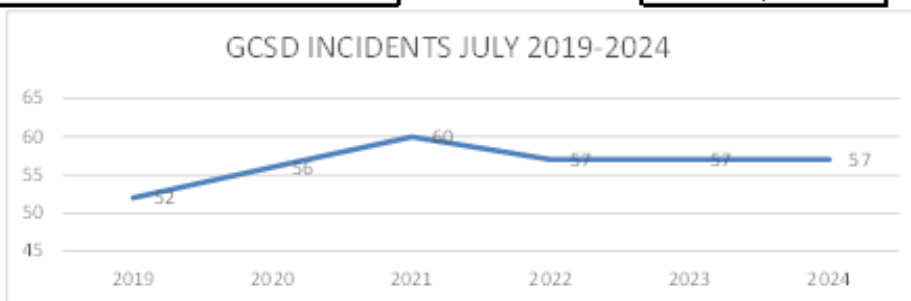


Auto Aid	Given
Tuolumne County	2
INC#8469 Fish Hatchery LZ INC#8833 Vehicle Accident Priest Grade	
TCFD E-631: 34 Calls	

(55 calls in GCSO district, 2 call in Tuolumne County)

Last Call Logged Run # 10212

ALS	
YES	NO
22	11



PARATECH.

Paratech Incorporated
1025 Lambrecht Drive
Frankfort, IL 60423 USA

Phone: 815.469.3911
Fax: 815.469.7748
Web: www.paratech.com
E-mail: paratech@paratech.us

July 16, 2024

Cal Fire
18930 Highway 120
Attn: Rene Herrera
Groveland, CA. 95321


Dear Rene:

Thank you for taking the time and effort to submit your Rescue Award application on behalf of Cal Fire. Although we receive numerous reports of successful rescues using Paratech products, we never tire of this valuable input.

I have shared your stories with our manufacturing and assembly teams as part of a program to constantly reinforce our quality commitment to you. All of us at Paratech are constantly reminded of the importance of our products during a wide range of emergency incidents.

This Rescue Award program is just one way of saying "thanks" to you and your very capable crew. I wish you continued success with Paratech products, and I can assure you that you are using the best rescue equipment in the world.

Yours truly,


Kenneth E. Nielsen
Chief Operating Officer
Paratech Incorporated

Enclosures:
Paratech Rescue Awards, Patches and Chevrons



LIFT, SHIFT, CONTAIN, STABILIZE, PENETRATE



PARATECH



List Members that directly supervised, actually operated, or provided direct and tangible assistance to the operators of our products

Engine-781

Rene Herrera Incident Commander (Fire Apparatus Engineer)

Santiago Martinez -Rescue Team (Fire Apparatus Engineer)

Engine-631

Richard Shade- Operations (Fire Captain)

Charles Sells-Rescue Team (Fire Apparatus Engineer)

Indicate which of the five (5) Rescue Awards you are applying for

Reduced or Prevented Bodily Injury

Briefly describe the incident, and explain how you were assisted by Paratech equipment

Upon arrival, the Incident Commander reported a vehicle overturned on its side and entangled in guide wires from a power pole, approximately 15-20 feet off the road. Precise actions with Paratech rescue tools successfully stabilized the vehicle, preventing further danger to both the occupants and the firefighters involved. One patient, who was trapped inside the vehicle, greatly benefited from the vehicle stabilization. This allowed the rescue team to safely cut out the windshield and facilitate the patient's exit without exacerbating bodily injuries.

Utilizing Paratech rescue tools in training, the transition was seamless during this critical incident.

This incident represented a significant rescue effort for the towing company, underscoring the excellent working relationship with all agencies involved, including the California Highway Patrol. This collaboration streamlined operations and contributed to the successful outcome.



MAXIFORCE AIR LIFTING BAGS

RESCUE SUPPORT SYSTEMS

FORCIBLE ENTRY TOOLS

POWERED IMPACT TOOLS

PARATECH®

Rescue Award

Presented To The Members Of

CAL FIRE

*For the performance of their duty
which resulted in the saving of a human life,
the prevention or reduction of bodily injuries,
the preservation of our environment, or the protection of property*

On The 1ST *Day Of* JULY *In The Year* 2024

With The RESCUE SUPPORT SYSTEMS

Presented by:

Kenneth E. Fisher
Ken Nielsen, C.C.O.





**Groveland Community Services District
Fire Department / CAL FIRE**
18966 Ferretti Road Groveland, CA 95321



Fire Department News:

GCSD Engine-781 and TCFD Engine-631 attended the CERT event hosted by Groveland CERT, where they reviewed and discussed emergency evacuation procedures for wildfire situations. They also presented the CAL FIRE 4291 program, which offered valuable insights on preparing and maintaining homes to improve safety during a wildfire.



GCSD Engine-781 and TCFD Engine-631 and two additional fire engines from the Groveland Forest Fire Station, staged at the fireworks show in PML July 7th. Units involved conducted patrols during and after the show to manage potential fires as a result from the fire work show.

GCSD Engine-781 and TCFD Engine-631 attended the grand opening of the new Rivian charging station on Main St. in Groveland. During the event, they discussed emergency and safety procedures tailored to Rivian vehicles with those in attendance. Additionally, a walkthrough of the new Rivian facility will be scheduled to develop a comprehensive pre-plan.





Information Provided By

O&M Manager: Luis Melchor
 Operations Supervisor: Open Position
 Maintenance Supervisor: Andrew Klein
 Administration Services Technician: Rachel Pearlman
 Utility Billing Specialist: Meghan Atkins

**Operations and Maintenance Report
 July 2024**

Operations Department

Wastewater Treatment Division

Influent Totals	
Total	4.00
Average	0.13
High	0.21
Low	0.07

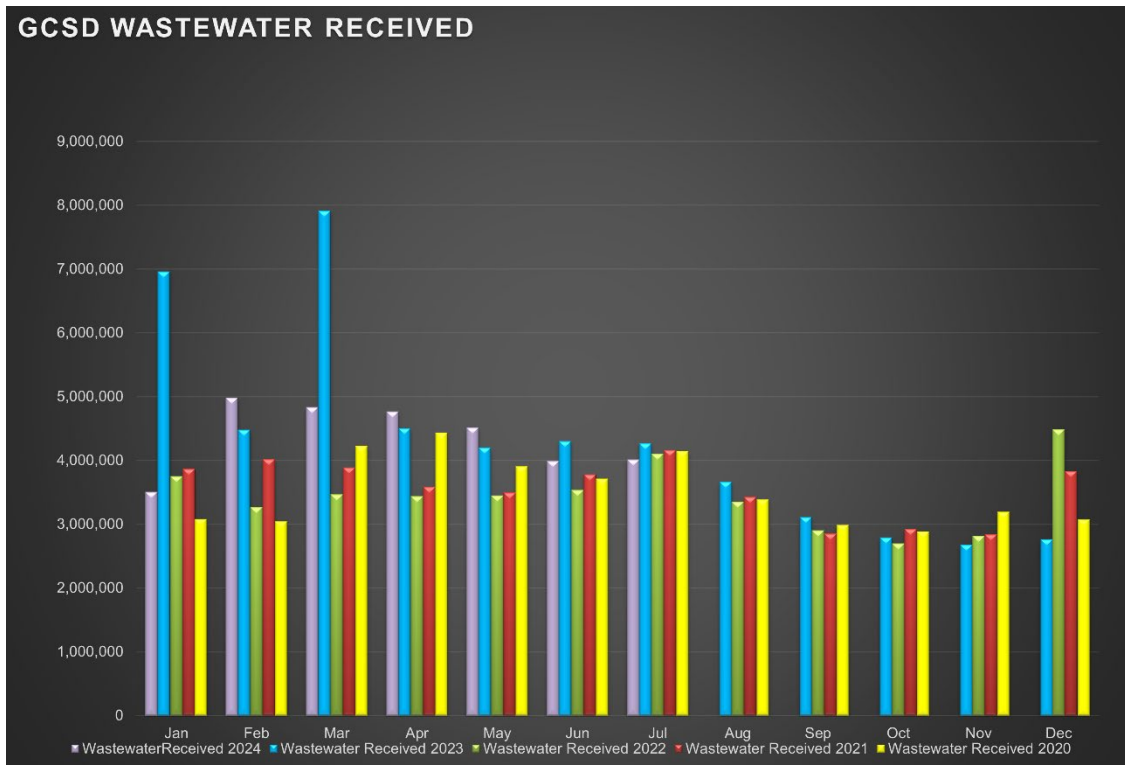
Effluent Totals	
Total	4.00
Average	0.13
High	0.21
Low	0.10

Reclamation Totals	
PML	
Spray Fields	
PML Season Total	
Spray Field Season Total	

Wasting Totals	
Total Inches	192
Total Pounds	5840
Active Accounts	1572

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2024	2023	2022	2021	2020
0.00	0.00	0.00	0.00	0.00	0.00
	High 0.00	High 0.00	High 0.00	High 0.00	High 0.00

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 Alpha 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 them into Alpha Lab
- Monitored/sampled Distribution Tanks as needed.

Maintenance Department

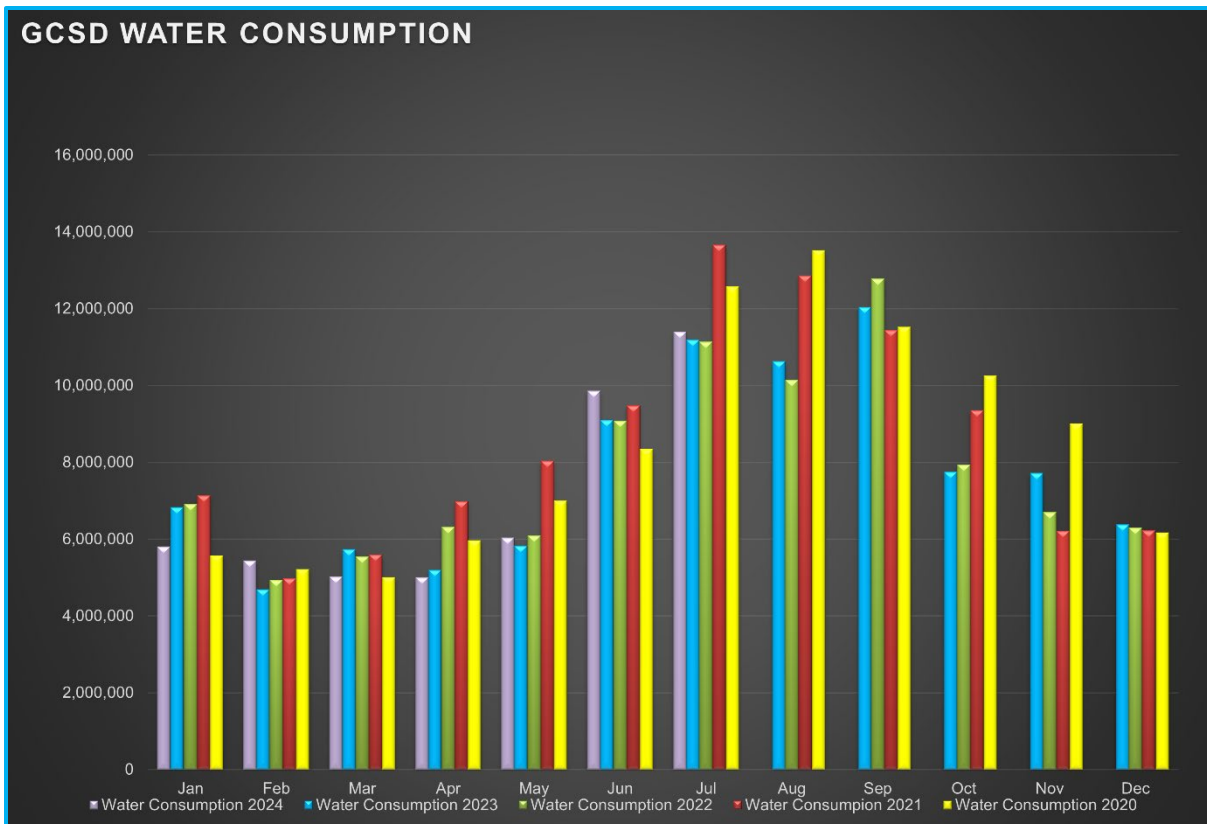
Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	18
Water Meters Installed	2
Monthly Meter Restrictions	0
Meter Lock offs	5
Meter Changeouts	10
Tenant Final Reads	3
Re-Reads	30
Meter Turn-Offs	1
Meter Turn-Ons	9
Meter Tests	1
Winterize Meter	0
Color/Taste/Odor/PSI Complaints	3
Total Meter Related Issues	82

Billed Consumption (Gallons)	2024	2023	2022
Residential	10,642,357	10,487,154	10,302,426
Commercial	751,148	690,486	831,216
Total	11,393,505	11,177,640	11,133,642

Active Accounts	3275
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Charted Historical Monthly Water Consumption



Maintenance and Repair Data

Description	Total
Water Main Leaks / Repairs	2
Water Service Line Leaks / Repairs	2
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	10
Number of Dead-Ends Flushed	8
Water Valves Exercised	3
GIS Points	0

Description	Gallons
Flushing for Water Quality	221,950
Water Loss Due to Leaks / Breaks	196,400

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
3	23	1	0	27

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)
 - Lock offs for non-payment.
 - Bi-annual zero-meter reads.

- **Tanks and Pump Stations**
 - Disinfect Big Creek Clear Well.
 - Fill and sample for BAC-T for return to service.

- **Distribution System**
 - Continue water service line survey to identify Lead and Copper water service lines.
 - Install flushing line on Rosetta Ct
 - R&R meter washers U2/L214 and U15/L13.
 - R&R filter on PRV on Hwy 120 x-Catholic Cemetery St.
 - R&R leaking water service line at 18767 Back St.
 - Repair leaking water service line at U3/L132A.
 - Repair water mainline at 19210 State Hwy 120.

Pictures

Unfortunately, technical difficulties with the pictures this month.

Wastewater Collection System Division

Description	Total
Manholes Inspected	100
GIS Points	0
Customer Complaint	0
Odor Complaints	5

Description	Total
Flushing/Jetting (Feet)	310
Video Inspection (Feet)	203

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

Maintenance and Repair

- **Routine Tasks**
 - Weekly lift station site inspections (PMCS)
 - Added degreaser and odor control to lift stations.

- **Lift Stations**
 - Cleaned and Inspected: LS9, LS10, LS11, LS12.
 - Manhole Inspections Groveland and LS16.
 - Remove roots and debris found during manhole inspections.
 - Adjust lead and lag pump start level at LS10.
 - Cleaned PT at LS8.
 - Diagnose power issues at LS6 and LS15. Seems to be caused by PG&E brownouts.
 - R&R cabinet fans at LS5 and LS11.
 - Serviced generator at LS16.

- **Collection System**
 - Flushed/Jetted gravity sewer line areas.
 - Groveland, Bass Pond, Twin Pines Easement monthly manhole inspections.
 - Remove easement gate on Otter Ct.

Pictures

General Maintenance Division

Maintenance By Department

- **Operations Department**
 - 2G Water Treatment Plant

- Big Creek Water Treatment Plant
- Butler Bypass Pump Station
 - Serviced generator inspected and replaced batteries, R&R charge cord, installed and tested.
- AWS
- STP
 - Vacuum out contact basin.
- **Maintenance Department**
 - Equipment
 - Shop tool maintenance and cleaning.
 - Repair weed eater.
 - Service walk-behind saw and repaired pull start rope.
 - Repaired hand leaf blower.
 - Monthly inspect and run at operating temperatures...
 - Rain for Rent, Sullair, Vactron, Cement mixer, Light Tower, STP generator, Dunn Ct Generator, AWS Generator, Standby Generator, Highlands Generator.
 - Run stations on generator power and inspect operation at Tank 2, Tank 4, LS3, LS4, LS5, LS6, LS11, LS12, LS13, LS14, LS15, and Butler bypass.
 - Vehicles
 - 32325: Repair bucket.
 - 39512: Serviced and cleaned.
 - 41825: R&R battery, serviced oil and filter, rotated tires.
 - 42334: Serviced oil and filter, rotated tires, and R&R cab filter.
 - 51618: R&R Differential, bearings, gears. R&R front brakes and calipers.
 - 60523: Repaired windshield washer hose on passenger side.
 - 60524: Repair water tank.
 - 62026: R&R air filter.
 - 62330: Remove hydraulic pump and front pump driveline to diagnose failure. Order pump seal. Send driveline out to be balanced.
 - 62333/12210: 90-day inspection.
 - 79783: Inspected for report of blown turbo. Found no problems.
 - Buildings & Yard
 - Cleared blockage on AC drain line in Admin building.
 - General yard cleanliness.
 - Vegetation management.

Pictures

Parks Division

Maintenance and Repair

- **Mary Laveroni Community Park**
 - Landscape Maintenance.
 - Assist with cleanup of Bairds Hotel concrete demo cleanup
 - Movies in the park setup.

- **Ballfield & Dog Park**
 - Mowing and bathroom maintenance
 - Rebuild irrigation manifold to repair leak.

Contracted Work

- Njirich Construction
 - Mary Laveroni Park upgrades!! Yay!!!

- SMCI
 - WWTP Headworks upgrades!! Yay!!

Workplace Safety and Training

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

- Du-All Safety
 - Lockout/Tagout and Electrical Safety Training



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 3Av: General Managers Report

Overview

Highlights for the period of July 9, 2024, to August 13, 2024, include the following, with additional information provided verbally and in attachments:

- Attended the Rivian grand opening event held by the Chamber of Commerce
- Continued progress toward employee housing, reviewed related reports and conducted property acquisition negotiations
- Continued progress and responses toward extension of the DWR funding agreement for the drought resilience project
- Continued progress toward an agreement amendment with the State Water Board regarding the Sewer Collection System Replacement project, to include additional manhole rehabilitations and coating to prevent corrosion
- Reviewed two excellent consultant proposals for the HHRT design and conducted related background and reference research
- Held a coordination and update meeting with County CAO Riggs covering a variety of topics. We hope to hold these meetings regularly going forward
- Attended a well-coordinated kickoff meeting coordinated by CERT for the rollout of the smoke alarm install project in partnership with Red Cross
- Review of Hetch Hetchy RR Trail Record of Survey and associated legal discussion and direction toward property acquisition
- Interviewed as a special district/CSD subject matter expert for CSDA's ongoing efforts to educate and inform our state legislature
- Attended the County Natural Resources Committee
 - Held significant discussion and secured committee support to oppose CA legislation SB 1255. The committee agenda and ACWA memo on SB 1255 is attached

TUOLUMNE COUNTY NATURAL RESOURCES ADVISORY COMMITTEE REGULAR MEETING AGENDA

2024 Strategic Priorities

- Support our local water utility partners in their effort to modernize and improve water supply infrastructure and mitigate risk.
- Maintain awareness of pertinent State and Federal legislation regarding natural resources, land use, water, and water rights.
- Maintain awareness of Tuolumne County Federal land use policy, planning, and implementation and provide recommendations and advocacy as appropriate.
- Promote landscape and watershed resilience through innovative solutions and capacity building.

Date/Time: Wednesday, August 7, 2024 at 10:00 AM

Location: A.N. Francisco Bldg. 48 Yaney Ave. 3rd Floor Committees & Commissions Rm., Sonora, 95370

Contact: Sean Hembree at shembree@co.tuolumne.ca.us (209)533-5554

Chair/Vice Chair

Supervisor Anaiah Kirk

Supervisor Kathleen Haff

Agency Representatives

Tuolumne Me Wuk

Diana Beasley

Chicken Ranch Me Wuk

Stephanie Suess

Tuolumne Utilities District

Don Perkins

Groveland CSD

Pete Kampa

Hetch Hetchy

Adam Mazurkiewicz

Fish and Game Preserve Fund

Jim Maddox

Agricultural Advisor

Dick Gaiser

Tuolumne Co. RCD

Jim Phelan

At Large Member

Chris Trott

Staff

County Administrator

Tracie Riggs

Water & Natural Resource

Analyst (CAO)

Sean Hembree

I. CALL TO ORDER

II. ROLL CALL (5 minutes)

Introductions during roll call

Confirm quorum requirements are met (Quorum = 6 members)

III. PUBLIC FORUM (15 minutes)

The public may speak on any item, not on the agenda. No action may be taken by the Committee

Public Comment (limited to 3 minutes per person)

IV. APPROVAL OF MINUTES FOR MEETING July 3, 2024 (5 minutes)

V. CONSIDERATION OF LEGISLATIVE COMMENT REGARDING AB 1255

VI. PARTNER AGENCY UPDATES (15 minutes)

a. Stanislaus National Forest:

b. CAL FIRE

VII. COMMITTEE BUSINESS

a. Staff Reports and Recommendations

i. Drought Resilience Plan update

ii. California Board of Forestry Power Utility Easement update

b. Committee Member Reports

Public Comment (limited to three minutes per person)

VIII. DISCUSSION OF AT-RISK DOMESTIC WATER SYSTEMS

IX. REPORT AND DISCUSSION OF USDA OLD GROWTH FOREST

X. ADJOURNMENT

The Next meeting will be held on September 4, 2024



Tuolumne County Natural Resources Advisory Committee Minutes

For the Meeting on July 3, 2024

2024 Natural Resource Members <i>(or assigned delegates)</i>	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Anaiah Kirk	✓	✓	✓	✓	✓		✓					
Kathleen Haff	✓	✓	✓	✓	✓		✓					
Don Perkins	✓	✓	✓	✓	✓		✓					
Pete Kampa		✓	✓	✓	✓		✓					
Adam Mazurkiewicz		✓	✓	E	✓		E					
Dianna Beasley		✓	A	A	A		A					
Dick Gaiser	✓	✓	✓	✓	✓		✓					
Chris Trott		✓	✓	E	✓		✓					
Jim Maddox	✓	✓	✓	✓	✓		E					
Jim Phelan	✓	✓	✓	✓	✓		✓					

Present = ✓ Absent = A Excused = E

1. **CALL TO ORDER:** Chair Kirk called the meeting to order at 10:00 A.M. and confirmed a quorum was present.
2. **MEMBERS PRESENT:** Chair Anaiah Kirk, Vice-Chair Kathleen Haff, Jim Phelan, Dick Gaiser, Don Perkins, Pete Kampa, Chris Trott, Sean Hembree (staff)
3. **PUBLIC FORUM:** The public may speak on any item not on the printed agenda. No action may be taken by the Committee. The amount of time allocated for the public forum is limited to 15 minutes. – None
4. **APPROVAL OF MINUTES:** Consideration of approving the minutes of the meeting held on May 1, 2024 Jim Phelan made a motion to approve the minutes. Chris Trott seconded the motion. The minutes were approved unanimously with correction noted.
5. **CONSIDERATION OF A LETTER OF SUPPORT FOR BOERE RANCE CONSERVATION EASEMENT:** There was a consensus from the committee to first determine if the Ranch has an active livestock production operation before considering support. Staff Sean Hembree will review and report back.

6. PARTNER AGENCIES UPDATES:

a. USFS – Ben Cossel reported.

i. Sheering Fire: This lightning strike fire started June 25th. The fire has now exceeded 300 acres. 25 resources are currently assigned and as of last Sunday, the fire management intent has moved to full suppression status. The fire is burning adjacent to the Quarry Fire and Bone Fire burn scars. There are currently no road closures and containment is expected. No prescribed fire management is planned for this season in the Stanislaus Forest.

ii. The Environmental Impact Statement (EIS) for SERAL is completed.

b. CAL FIRE – Gary Whitson

i. Suspended projects – Due to fire conditions and potential for resource drawdown, all prescribed fire operations are suspended within the unit.

ii. Fuel breaks along the Highway 120 corridor on BLM parcels are still pending approval and delayed due to multiple BLM staffing vacancies. This remains a priority for Unit Forester Whitson

7. COMMITTEE BUSINESS:

a. Staff reports and recommendations: CAO staff Sean Hembree gave update on status of Drought Resilience Plan development including scope and purpose. Hembree gave update on current pending and approved grant proposals submitted by County staff relevant to Natural Resources. Hembree noted reported the SWIFT Coordinator vacancy and gave an update regarding ongoing California Board of Forestry utility easement rule making changes.

b. TUD: Abby Parcon provided an update on active projects and grant applications

c. GCSD: Pete Kampa provided an update of active projects including fuel breaks adjacent to Pine Mountain Lake area, also adjacent to the BLM/CAL FIRE fuel break referenced by CAL FIRE Forester Whitson in his report.

8. DISCUSSION OF USDA PUBLIC COMMENT ON DRAFT GUIDANCE FOR OLD GROTH FOREST:

a. There was a consensus to be wary of centralized management of discrete conditions across all National Forests

b. Ben Cossel stated that the SNF is looking at this but does not expect it to impact projects or management in a meaningful way. Ben will discuss with SNF staff and leadership and report back

9. ADJOURNED: Chair Kirk adjourned the meeting at 11:00 A.M.

The next meeting is scheduled for August 7, 2024.

Tuolumne County
Administration Center
2 South Green Street
Sonora, CA 95370

Phone: (209) 533-5521
Fax: (209) 533-6549



Heather Ryan
Senior Board Clerk of the
Board Of Supervisors

**BOARD OF SUPERVISORS
COUNTY OF TUOLUMNE**

David Goldemberg, *First District*
Kathleen K. Haff, *Fourth District*

Ryan Campbell, *Second District*

Daniel Anaiah Kirk, *Third District*
Jaron E. Brandon, *Fifth District*

July 24, 2024

California Public Utilities Commission
ATTN: Commissioner Matthew Baker
505 Van Ness Avenue San Francisco, CA 94102

Sent via electronic mail to public.advisor@cpuc.ca.gov

RE: Rulemaking 24-05-023 to Consider Rules for the Safety, Reliability, and Resiliency of Electrical Distribution Systems

Dear Commissioner Baker,

On behalf of the County of Tuolumne, we support the opening of this Commission Rulemaking to consider rules for the safety, reliability, and resiliency of electrical distribution systems. Our communities have experienced hardships recovering from catastrophic wildfire events and understand the importance of mitigating the consequences of future risk. However, loss of power *also* poses significant danger to public safety, community health, economic health and personal wellbeing.

We understand the need for PGE to significantly reduce wildfire risk; however, rural communities have seen a dramatic reduction in ***energy reliability*** over the last several years and the situation is ***not a sustainable long-term strategy***. The decline in energy reliability is deeply distressing considering the state's ambitious electrification goals. These electrical outages have impacted our county and community operations in the following ways:

- Rendered business operations in tourist locations such as Columbia State Historic Park, downtown Groveland-Gateway Community to Yosemite National Park, among other locations throughout the County as essentially closed due to the repeated power outages for great lengths of time, especially during the summer months when the heat is often 100 degrees or higher. Huge loss in revenue for business owners and loss of tourist goodwill due to power unreliability.
- On several occasions now, the Sheriff Dispatch for the entire County has been out for various lengths of time. This means a loss of ability for the public to call 911 for any emergency situation during these times. This is definitely a safety and reliability issue!
- Medical and safety issues when the power is out for extended lengths of time, especially for our vulnerable populations. Tuolumne County usually ranks as one of the top 3 counties in the State for the greyest (oldest) by percentage.

There is a tremendous need for PGE to pinpoint problem areas much more quickly when and where the power is shut off, so that restoration of power for all other areas on the same line can be returned in a more expedient manner. Gridscope technology has been a good start. Breaking up miles-long lines into much smaller segments

is still needed. Implementation of wrapped wire or undergrounding projects in problem forested areas is called for where frequent outages occur. For Tuolumne County, this means in Groveland, Columbia and the Phoenix Lake areas. Back-up power availability is needed. Also, the conversion of microgrids originally installed for PSPS events into hubs that can be employed to keep the electricity on in economically dependent business zones is imperative. For Tuolumne County, this means the conversion of the microgrid in the town of Groveland.

Again, we appreciate the Commission's consideration of our experiences and welcome improvements to what has been frustrating and untenable. Californians and residents of Tuolumne County should not have to choose between safety and reliability when it comes to the provision of electrical power.

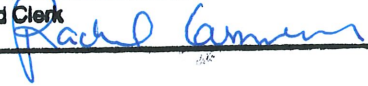
Should you have any questions, please do not hesitate to contact us.

Sincerely,



David Goldemberg
Chair, Board of Supervisors
County of Tuolumne

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

RACHEL GUMMERSON
Board Clerk
By: 

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
July 9, 2024
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Mora President, Janice Kwiatkowski Vice President, Director's John Armstrong and Robert Swan being present. Also present was Board Secretary Rachel Pearlman, Administrative Services Manager Jennifer Donabedian, Finance Officer Michelle Ronning, Operations Manager Luis Melchor and General Manager Peter Kampa.

Call to Order

Director Mora called the meeting to order at 10:02am.

Director Edwards and Kwiatkowski Absent

Approve Order of Agenda

Motion

It was moved by Director Armstrong and seconded by Director Swan and the motion passed to approve the order of the Agenda.

Ayes: Directors Mora, Armstrong, and Swan

Absent: Director Edwards, and Kwiatkowski

Director Kwiatkowski joined the meeting at 10:04am.

Public Comment

The General Manager read aloud an email from a member of the public regarding water and the appearance of downtown Groveland.

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

CERT Report

Operations Manager's Report

Administrative Services Manager's Report

General Manager's Report

Proclamations

Recognition of Robert Swan for his 11 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 June 6, 2024, Quarterly Workshop

Approve Minutes from the June 11, 2024, Regular Meeting

Accept June 2024 Payables

Waive Reading of Ordinances and Resolutions Except by Title

Motion

It was moved by Director Armstrong and seconded by Director Swan and the motion passed to approve the Consent Calendar.

Ayes: Directors Mora, Armstrong, and Swan

Absent: Director Edwards

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 Authorizing the General Manager to Enter into a Letter of Agreement with SitelogiQ for the Evaluation of Facility Improvements, Energy Conservation, Energy Generation, and/or Energy Management Services

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to adopt resolution 11-2024 Authorizing the General Manager to Enter into a Letter of Agreement with SitelogiQ for the Evaluation of Facility Improvements, Energy Conservation, Energy Generation, and/or Energy Management Services.

Ayes: Directors Mora, Armstrong, and Swan

Absent: Director Edwards

Public Hearing

The District will Conduct a Public Hearing to Receive Public Comment and Input for the Placement of Delinquent Charges for FY 2023-24 on Property Tax Rolls

- i. Adoption of a Resolution Approving the Placement of Delinquent Charges for FY 2023-24 on Property Tax Rolls

Public Comment: None

Public Hearing Convened at 11:02am.

Public Hearing Closed at 11:08am.

Motion

It was moved by Director Armstrong and seconded by Director Kwiatkowski and the motion passed to adopt resolution 16-2024 Approving the Placement of Delinquent Charges for FY 2023-24 on Property Tax Rolls.

Ayes: Directors Mora, Kwiatkowski, Armstrong, and Swan

Absent: Director Edwards

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.

Adoption of a Resolution Authorizing the General Manager to Submit a Planning Application to the State Water Resources Control Board (SWRCB) as part of the Clean Water State Revolving Fund (CWSRF) to Explore the Feasibility of Connecting Existing Residential Septic Lots to the District's Sewer Collection System

Motion

It was moved by Director Swan and seconded by Director Kwiatkowski to direct staff to adopt resolution 18-2024 authorizing the General Manager to submit an application to the State Water

Resources Control Board (SWRCB) as part of the Clean Water State Revolving Fund (CWSRF) Planning Application.

Ayes: Directors Mora, Kwiatkowski, Armstrong, and Swan

Absent: Director Edwards

Adoption of a Resolution Approving an Employee Housing Rental Policy

Motion

It was moved by Director Swan and seconded by Director Kwiatkowski to direct staff to adopt resolution 18-2024 authorizing the General Manager to submit an application to the State Water Resources Control Board (SWRCB) as part of the Clean Water State Revolving Fund (CWSRF) Planning Application.

Ayes: Directors Mora, Kwiatkowski, Armstrong, and Swan

Absent: Director Edwards

Adoption of a Resolution Establishing Board Member Remuneration, in Accordance with Director's Policy 10.3, for Attendance at Board Meetings, Training, and Other Approved Events

Motion

It was moved by Director Swan and seconded by Director Kwiatkowski and the motion passed to adopt resolution 19-2024 approving an Employee Housing Rental Policy as amended.

Ayes: Directors Mora, Kwiatkowski, Armstrong, and Swan

Absent: Director Edwards

Closed Session

(Public may comment on closed session item prior to Board convening into closed session)

Public Comment: None

Closed session Convened at 12:04pm.

Conference with Real Property Negotiators (Government Code Section 54956.8)

Property: 19303 Ferretti Road, Groveland CA 95321, 19273 Salvador Court, Groveland CA 95321, and 19976 Pine Mountain Drive, Groveland CA 95321

Agency Negotiator: General Manager, Pete Kampa and Administrative Services Manager, Jennifer Donabedian

Seller Negotiator: Pamela Powell, Theodore Arcado, and Kenneth Enoch

Under Negotiation: Price and Terms

Open session reconvened at 12:23pm.

Announcement of Action Taken in Closed Session

The Board gave staff direction.

Adjournment

The meeting adjourned at 12:24pm.

APPROVED:

Nancy K. Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

July 2024
Fiscal Year 23/24
Board Approval Date _____

Accounts Payable Checks



User: mronning@gcsd.org
Printed: 8/5/2024 12:17:15 PM

Check	Vendor	Vendor Name	Check D	Void	Commi	Description	Amount	Reconcil	Clear Da
23961	BLU01	Anthem Blue Cross	7/1/2024	False	True	Monthly Group Health Ins.	\$28,434.41	True	7/31/2024
23962	CAD01	CALCAD	7/1/2024	False	True	Annual Subscription	\$5,940.00	True	7/31/2024
23963	EDIS01	E.D.I.S.	7/1/2024	False	True	Admin Supplemental Health Ins	\$4,995.99	True	7/31/2024
23964	UNU01	First UNUM Life Insurance Co.	7/1/2024	False	True	July Coverage	\$108.00	True	7/31/2024
23965	Hum02	Humana Insurance Company	7/1/2024	False	True	Dental Insurance-Monthly	\$2,723.11	True	7/24/2024
23966	SDR01	SDRMA	7/1/2024	False	True	Liability Insurance	\$379,195.70	True	7/31/2024
23967	STA08	Standard Insurance Co	7/1/2024	False	True	July Coverage LTD	\$322.92	True	7/31/2024
23968	Tra04	Trakstar	7/1/2024	False	True	Yearly Trackstar subscription	\$5,276.00	True	7/31/2024
23987	ATT02	AT&T	7/8/2024	False	True	Monthly Cal Net phone service	\$1,375.38	True	7/31/2024
23988	AT&T M	AT&T Mobility (First Net)	7/8/2024	False	True	Monthly Field Cell Phone fee	\$1,412.35	True	7/31/2024
23989	BOF-Gro	Big Oak Flat-Groveland Unified	7/8/2024	False	True	Clean CA- disposal bin art work	\$1,000.00	False	
23990	BOF-Gro	Big Oak Flat-Groveland Unified	7/8/2024	False	True	Refund Tioga HS FFA Awards BBQ park deposit	\$250.00	False	
23991	CAR06	Carbon Copy Inc.	7/8/2024	False	True	Monthly Copier Usage	\$43.17	True	7/31/2024
23992	Cin01	Cintas	7/8/2024	False	True	First Aid Supplies	\$750.42	True	7/31/2024
23993	den01	De Nora, Water Technologies INC	7/8/2024	False	True	STP OSG Repair Parts	\$9,490.32	True	7/24/2024
23994	DKF01	DKF Solutions Group, LLC	7/8/2024	False	True	Annual SERP hosting and training svcs	\$999.00	True	7/31/2024
23995	UB*0333	Drewien, Judith	7/8/2024	False	True	Refund Check 011808-002, 20640 Crest Pine Easement 3/466 & 467	\$132.26	True	7/31/2024
23996	Fas02	Fastenal	7/8/2024	False	True	TP / Paper Towels / Supplies	\$515.72	True	7/24/2024
23997	GCS02	GCSDD	7/8/2024	False	True	GCSDD water Bill	\$9,081.35	True	7/31/2024
23998	GEN01	General Plumbing Supply	7/8/2024	False	True	Sewer stock parts	\$573.50	True	7/31/2024
23999	UB*0333	Groen, Trustees, Jeffrey & Julie	7/8/2024	False	True	Refund Check 016667-000, 20450 Rock Canyon 3/177-5	\$83.75	True	7/31/2024
24000	HAC01	Hach	7/8/2024	False	True	Chemicals for water & wastewater lab / analyzers	\$1,651.61	True	7/31/2024
24001	Hun02	Hunt & Sons, Inc.	7/8/2024	False	True	Fuel & Oil	\$4,273.90	True	7/31/2024
24002	ind04	Industrial Electrical Co.	7/8/2024	False	True	STP effluent pump & motor rebuild	\$4,582.72	True	7/31/2024
24003	KAH01	Khan, Johnathon	7/8/2024	False	True	Final payment and installation of 3 benches.	\$5,500.62	True	7/31/2024
24004	Kwi01	Kwiatkowski, Janice	7/8/2024	False	True	LAFCO Meeting Reimb	\$36.18	False	
24005	MOT03	Mother Lode Answering Service	7/8/2024	False	True	Monthly Answering Service	\$349.35	True	7/31/2024
24006	MOU03	Mountain Oasis Water Systems	7/8/2024	False	True	Bottled Water	\$141.00	True	7/31/2024
24007	SUE01	Ray Suess Insurance & Invst	7/8/2024	False	True	Retired Members Medical - June	\$4,537.17	True	7/24/2024
24008	UB*0333	Roberts, Romero, Brown	7/8/2024	False	True	Refund Check 005569-000, 19693 Butler Way 8/140	\$14.19	False	
24009	BEA02	Beam	7/8/2024	False	True	Beam - July 2024	\$321.15	True	7/31/2024
24010	DRU01	Drugtech Toxicology Services, LLC	7/8/2024	False	True	Consortium DOT Tests	\$154.00	True	7/24/2024
24011	Ron01	Rudy, Roni Lynn	7/8/2024	False	True	Social Media Management	\$2,784.92	True	7/31/2024

Check	Vendor	Vendor Name	Check D	Void	Commi	Description	Amount	Reconcil	Clear Da
24012	SNC01	Sierra Nevada Communications, LLC	7/8/2024	False	True	Internet at the remote lift stations	\$15,000.00	True	7/31/2024
24013	Tra04	Trakstar	7/8/2024	False	True	Balance due on Trackstar employee performance program	\$265.00	True	7/31/2024
24014	am01	AM Consulting Engineers, Inc.	7/15/2024	False	True	Project #153 - Annual Water Supply Demand Assessment	\$36,273.36	True	7/31/2024
24015	GCS01	GCS D Petty Cash	7/15/2024	False	True	June Petty Cash - Certified Mail	\$24.89	True	7/31/2024
24016	GEN01	General Plumbing Supply	7/15/2024	False	True	Bypass parts for headworks project	\$7,270.68	True	7/24/2024
24017	gilb01	Gilbert Associates, Inc.	7/15/2024	False	True	CPA Services	\$11,400.00	True	7/31/2024
24018	ICAD01	Industrial Control and Design, Inc.	7/15/2024	False	True	Remote programming time for AWS	\$1,072.50	True	7/24/2024
24019	JOR01	Jorgensen Co.	7/15/2024	False	True	Fire Ext repair /maint	\$199.65	True	7/24/2024
24020	Met03	Metro Presort	7/15/2024	False	True	Monthly UB Statement Processing	\$2,102.43	True	7/24/2024
24021	MOO01	Moore Bros. Scavenger Co., Inc.	7/15/2024	False	True	Monthly Debris Box Rental	\$940.95	True	7/24/2024
24022	per04	Percoco, Ronald	7/15/2024	False	True	Weekly District Building Cleaning	\$2,150.00	True	7/31/2024
24023	PGE01	PG&E	7/15/2024	False	True	Monthly Electric Charges	\$1,084.66	True	7/24/2024
24024	Pik01	Peak Construction	7/15/2024	True	True	TT Bikes concrete work for trash cans and planter boxes	\$2,900.00	False	
24025	Pin07	Pine Mountain Auto	7/15/2024	False	True	June 2024 Auto Parts	\$91.12	True	7/31/2024
24026	pml01	PML Hardware & Supply Inc.	7/15/2024	False	True	June 2024 Hardware	\$362.46	True	7/31/2024
24027	ROM01	Romulus Development LLC	7/15/2024	False	True	Clean CA Chamber- 9 cement planters	\$14,478.75	True	7/31/2024
24028	TUO01	Tuo. Co. Public Power Agency	7/15/2024	False	True	Monthly Public Power Purchase	\$30,641.30	True	7/24/2024
24029	Wells	Wells Fargo Vendor Financial Services, LLC	7/15/2024	False	True	Monthly Lease on Admin Copier	\$359.28	True	7/24/2024
24030	CWEA	CWEA	7/15/2024	False	True	A. Marshall CWEA Association membership renewal	\$239.00	True	7/31/2024
24031	Tuo14	Tuolumne County Recorder	7/15/2024	False	True	Satisfaction of Liens	\$180.00	True	7/31/2024
24032	Wes07	Westamerica Bank	7/15/2024	False	True	Park Improvement Loan - 2024 payment	\$43,366.91	True	7/24/2024
24033	am01	AM Consulting Engineers, Inc.	7/17/2024	False	True	Project# 148 - Groveland Asset Rehab	\$1,533.00	True	7/31/2024
24034	BIG03	Big Belly Solar LLC	7/17/2024	False	True	Clean CA - Chamber - Double trash receptacles, waste liner bags	\$68,529.13	True	7/24/2024
24035	CA Dept	CA Dept of Tax/Fee Administration	7/17/2024	False	True	YR2024 Q2 Use Tax Return	\$4,986.00	True	7/31/2024
24036	CA Dept	CA Dept of Tax/Fee Administration	7/17/2024	False	True	YR2024 Q2 Diesel Return	\$513.00	True	7/31/2024
24037	DEP09	Department of Forestry & Fire Protection	7/17/2024	False	True	Schedule A - 4th Quarter Actual	\$259,358.71	True	7/31/2024
24038	Met04	Metron-Farnier, LLC	7/17/2024	False	True	Water Meters (Smart) 1 Yr Cellular Service Plan	\$460.00	True	7/31/2024
24039	ROM01	Romulus Development LLC	7/17/2024	False	True	Clean CA - Chamber - Wood and excavator rental JUNE Activity	\$2,124.07	True	7/24/2024
24040	SFPUC	San Francisco Public Utilities Commission	7/17/2024	False	True	Monthly Water Purchase	\$7,772.48	True	7/31/2024
24041	Sprbrk	Springbrook Holding Company LLC	7/17/2024	False	True	June merchant fees	\$1,478.10	True	7/31/2024
24042	GRO11	The Grove Mercantile	7/17/2024	False	True	Clean CA - Chamber - Ice Cream for reveal ceremony	\$360.00	True	7/31/2024
24043	TYS	Thomas Tyshko	7/17/2024	False	True	Clean CA - Chamber - Photography for reveal	\$300.00	False	
24044	Tuo14	Tuolumne County Recorder	7/17/2024	False	True	Monthly subscription to County Records	\$243.50	True	7/31/2024
24045	BLU01	Anthem Blue Cross	7/17/2024	False	True	Monthly Group Health Ins.	\$28,434.41	False	
24046	AT&T M	AT&T Mobility (First Net)	7/17/2024	False	True	Monthly Field Cell Phone fee	\$1,412.85	True	7/31/2024
24047	EDIS01	E.D.I.S.	7/17/2024	False	True	Admin Supplemental Health Ins.	\$633.00	False	
24048	UNU01	First UNUM Life Insurance Co.	7/17/2024	False	True	August UNUM	\$108.00	False	
24049	FP Mail	FP Finance (Monthly pmt)	7/17/2024	False	True	Monthly Postage Machine Rental	\$107.24	True	7/31/2024
24050	GRA04	Grainger	7/17/2024	False	True	Confined space ventilation hose	\$409.39	True	7/31/2024
24051	Hum02	Humana Insurance Company	7/17/2024	False	True	Dental Insurance-Monthly	\$2,730.15	True	7/31/2024
24061	All11	Allstar Construction & Pest Management	7/24/2024	False	True	Home inspection & report	\$385.00	True	7/31/2024
24062	ATT02	AT&T	7/24/2024	False	True	Monthly Cal Net phone service	\$688.32	False	
24063	ATT03	AT&T	7/24/2024	False	True	Monthly Internet U-verse	\$15.71	False	

Check	Vendor	Vendor Name	Check D	Void	Commi	Description	Amount	Reconcl	Clear Da
24064	ATTL	AT&T (Internet)	7/24/2024	False	True	Monthly Fiber Internet-Admin	\$594.52	False	
24065	UB*0334	Broderson, William	7/24/2024	False	True	Refund Check 008565-000, 20606 LONGVIEW ST 3/314	\$112.93	True	7/31/2024
24066	UB*0333	Brumfield, Richard & Linda	7/24/2024	False	True	Refund Check 008244-000, 19366 James Circle 2/364	\$56.51	True	7/31/2024
24067	UB*0334	Burgess, Karen	7/24/2024	False	True	Refund Check 015160-000, 12855 Mueller Dr 2/467	\$116.16	False	
24068	COL03	Columbia Communications	7/24/2024	False	True	Engine 783 Broken Mic during staffing pattern	\$294.94	False	
24069	Com04	Comphel Heating & Air Conditioning, Inc.	7/24/2024	False	True	AC Unit Service	\$1,575.00	False	
24070	UB*0334	DeMasellis, Robert & Susanne	7/24/2024	False	True	Refund Check 017229-001, 19066 DIGGER PINE 7/231 MW 7/232	\$94.74	False	
24071	DIS01	Dish Network	7/24/2024	False	True	Satellite TV for FD	\$70.61	False	
24072	Eld01	El Dorado Septic Service, Inc.	7/24/2024	False	True	Portable Toilets during park restroom construction	\$1,110.04	False	
24073	FP Mail	FP Finance (Monthly pmt)	7/24/2024	False	True	Monthly Postage Machine Rental	\$107.24	False	
24074	GRE07	Green Dot Transportation Solutions	7/24/2024	False	True	ATP Grant Cycle 7 Application / Grant process	\$11,994.75	False	
24075	UB*0333	Groen, Trustees, Jeffrey & Julie	7/24/2024	False	True	Refund Check 016667-000, 20450 Rock Canyon 3/177-5	\$158.16	False	
24076	UB*0334	Hallesy, Peter	7/24/2024	False	True	Refund Check 015839-000, 20810 Big Foot Circle 4/340	\$60.16	False	
24077	Hun02	Hunt & Sons, Inc.	7/24/2024	False	True	Fuel & Oil	\$3,117.16	True	7/31/2024
24078	UB*0330	Jacinto, John	7/24/2024	False	True	Refund Check 012976-000, 13046 MOKELUMNE 2/205	\$60.00	False	
24079	UB*0334	Jarmann, Janet	7/24/2024	False	True	Refund Check 015213-000, 20069 Ridecrest Way 13/183 merged with 13/	\$506.78	True	7/31/2024
24080	Met03	Metro Presort	7/24/2024	False	True	Monthly UB Statement Processing	\$3,030.82	False	
24081	UB*0334	Romano, John P. and Kim	7/24/2024	False	True	Refund Check 007967-000, 20992 Iris Court 12/56	\$26.79	True	7/31/2024
24082	UB*0334	Schenck, Charles & Joan	7/24/2024	False	True	Refund Check 011936-000, 13201 WELLS FARGO 2/377	\$6.43	False	
24083	UNI05	Univar Solutions	7/24/2024	False	True	Chemicals for water and wastewater	\$7,772.94	False	
24084	UB*0334	Vigil, Leo	7/24/2024	False	True	Refund Check 010734-000, 19760 Pleasant View 1/145	\$158.54	False	
24085	UB*0334	Wessellink, Fred & Gilda	7/24/2024	False	True	Refund Check 009889-000, 19639 Old Highway 120	\$10.63	False	
24086	ZMAR01	Zmark on Target Promotions	7/24/2024	False	True	Public outreach - cooling bands	\$582.00	False	
24087	Pik01	Peak Construction	7/29/2024	False	True	Clean CA - Chamber - Material for Trail Less Traveled	\$2,134.49	True	7/31/2024
24088	Cle03	CleanSmith Solutions	7/31/2024	False	True	Disinfection/Janitorial Services Monthly	\$4,400.00	False	
24089	Com04	Comphel Heating & Air Conditioning, Inc.	7/31/2024	False	True	Repair of main office lower A/C unit- failed motor starter	\$277.50	False	
24090	Met03	Metro Presort	7/31/2024	False	True	Monthly UB Statement Processing	\$13.12	False	
24091	RS001	R & S Erection Tri County Inc	7/31/2024	False	True	Garage door maintenance (Drums, cables, tension)	\$780.50	False	
24092	Sprbrk	Springbrook Holding Company LLC	7/31/2024	False	True	FY25 Yearly Subscription	\$23,737.21	False	
24093	STA08	Standard Insurance Co	7/31/2024	False	True	August LTD Coverage	\$322.92	False	
24094	Tuo17	Tuolumne-Stanislaus IRWMA	7/31/2024	False	True	2024/25 T-S IRWMA Membership	\$6,289.00	False	
24095	Vip01	Viper Communications	7/31/2024	False	True	FY25 Vipre Corporate Anti-Virus Subscription	\$1,410.34	False	
115940	OE3	Operating Engineers Local #3	7/15/2024	False	True	PR Batch 00002.07.2024 Oper Engin Union Dues	\$382.20	False	
115941	OE3	Operating Engineers Local #3	7/26/2024	False	True	PR Batch 00003.07.2024 Oper Engin Union Dues	\$382.20	False	
902771	CAL09	CalPers 457 Plan Administrator	7/5/2024	False	True	PR Batch 00001.07.2024 CalPers Def Comp	\$1,176.57	False	
902772	EDD01	EDD - Electronic	7/5/2024	False	True	PR Batch 00001.07.2024 SDI - Employee	\$4,653.26	False	
902773	FedEFTP	Federal EFTPS	7/5/2024	False	True	PR Batch 00001.07.2024 Medicare Employer Portion	\$22,478.63	False	
902774	Orion	Orion Portfolio Solutions	7/5/2024	False	True	PR Batch 00001.07.2024 Orion 457	\$2,400.00	False	
902775	PER01	Pers - Electronic	7/5/2024	False	True	PR Batch 00001.07.2024 PERS Employer Exp. PEPRA	\$11,822.55	False	
902776	CAL09	CalPers 457 Plan Administrator	7/19/2024	False	True	PR Batch 00002.07.2024 CalPers Def Comp	\$1,176.57	False	
902777	EDD01	EDD - Electronic	7/19/2024	False	True	PR Batch 00002.07.2024 State Unemp Ins	\$4,169.03	False	
902778	FedEFTP	Federal EFTPS	7/19/2024	False	True	PR Batch 00002.07.2024 Federal Income Tax	\$20,181.24	False	
902779	Orion	Orion Portfolio Solutions	7/19/2024	False	True	PR Batch 00002.07.2024 Orion 457	\$2,350.00	False	

Check	Vendor	Vendor Name	Check D	Void	Commi	Description	Amount	Reconcil	Clear Da
902780	PER01	Pers - Electronic	7/19/2024	False	True	PR Batch 00002.07.2024 PERS Employer Exp.-Classic	\$13,697.68	False	
902781	CAL09	CalPers 457 Plan Administrator	7/26/2024	False	True	PR Batch 00003.07.2024 CalPers Def Comp	\$1,176.57	False	
902782	EDD01	EDD - Electronic	7/26/2024	False	True	PR Batch 00003.07.2024 State Income Tax	\$4,094.35	False	
902783	FedEFTP	Federal EFTPS	7/26/2024	False	True	PR Batch 00003.07.2024 FICA Employer Portion	\$19,877.57	False	
902784	Orion	Orion Portfolio Solutions	7/26/2024	False	True	PR Batch 00003.07.2024 Orion 457	\$2,500.00	False	
902785	PER01	Pers - Electronic	7/26/2024	False	True	PR Batch 00003.07.2024 PERS Employee Deduct	\$13,640.06	False	
902786	PER01	Pers - Electronic	7/31/2024	False	True	Actuarial Valuation for Rate Plan Identifier 26501	\$358,934.00	False	
						Payroll Direct Deosit	\$103,084.94		
						TOTAL JULY ACCOUNTS PAYABLES	\$1,686,295.64		



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6A: Biannual Review and Discussion of the District's Conflict of Interest Policy in Accordance with the Political Reform Act

RECOMMENDED ACTION:

Staff recommends the following action:

No action required at this time.

BACKGROUND:

California law in the Fair Political Practices Act requires that the District considers updates to its conflict of interest policy every two years. The District is required to submit the attached form to the County by October 1, 2024 stating whether our existing policy is acceptable, or we intend to update our current policy. The District reviewed the Conflict of Interest policy on August 9th 2022 and no further changes are necessary at this time.

ATTACHMENTS:

1. GCSB Conflict of Interest Code
2. 2024 Local Agency Biennial Notice

CONFLICT OF INTEREST CODE
for
Groveland Community Services District

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal.Adm. Code Sections 18100, et seq.) and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 2. Designated Employees.

The persons holding positions listed in Appendix "A" are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3. Disclosure Categories.

Those designated employees, if any, specified in Government Code Section 87200 shall file statements of economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.¹ With respect to all other designated employees, they shall disclose all those types of economic interests set forth in the latest adopted standard form for statements of economic interests as adopted by the Fair Political Practices Commission. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of

¹ Designated employees who are required to file statements of economic interests under any other Conflict of Interest Code and those Article 2 filers who are designated in this code in a capacity which is in addition to their Article 2 capabilities may file identical expanded statements of economic interests with both entities in lieu of filing separate and distinct statements. Each expanded statement shall be originally signed by the designated employee, and shall include interests made reportable by virtue of both positions.

financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statements of Economic Interests - Place of Filing.

The Clerk of the Board of Supervisors shall be the official filing officer. However, all designated employees shall file statements of economic interests with the County Clerk's Office.

Section 5. Statements of Economic Interests - Time of Filing.

(a) Initial Statements. All designated employees employed by the agency on the effective date of this Code shall file statements within thirty (30) days after the effective date of this Code, unless the employee has previously filed a statement pursuant to subdivision (b) or (c).

(b) Assuming Office Statements.

(1) All persons assuming designated positions after the effective date of this Code which are civil service or merit system positions, shall file statements within thirty (30) days after assuming the designated positions.

(2) All other persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file statements within ten (10) days after assuming office, or if subject to confirmation, ten (10) days after being nominated or appointed.

(c) Annual Statements. All designated employees shall file statements no later than April 1st.

(d) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty (30) days after leaving office.

(e) Candidate Statement. All candidates for election to designated offices other than those specified in Government Code Section 87200 shall file statements within five (5) days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a statement of economic interests with the agency within the previous twelve (12) months.

Section 6. Contents of Statements of Economic Interests.

All statements shall disclose those reportable interests required by the applicable disclosure categories as set forth in Section 3.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information.

(a) Investment and Real Property Disclosure. When an investment or interest in real property² is required to be reported³ the statement shall contain the following:

- (1) A statement of the nature of the investment or interest;

² For the purposes of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

³ Investments and interests in real property which have a fair market value of less than \$1,000.00 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

(3) The address or other precise location of the real property;

(4) A statement whether the fair market value of the investment or interest in real property exceeds Two Thousand Dollars (\$2,000.00), exceeds Ten Thousand Dollars (\$10,000.00), or exceeds One Hundred Thousand Dollars (\$100,000.00), or exceeds One Million Dollars (\$1,000,000.00).

(b) Personal Income Disclosure. When personal income is required to be reported⁴, the statement shall contain:

(1) The name and address of each source of income aggregating Five Hundred Dollars (\$500.00) or more in value, or Fifty Dollars (\$50.00) or more in value if the income was a gift and a general description of the business activity, if any, of each source.

(2) A statement whether the aggregate value of income from each source was One Thousand Dollars (\$1,000.00) or less, greater than One Thousand Dollars (\$1,000.00), or greater than Ten Thousand Dollars (\$10,000.00), or greater than One Hundred Thousand Dollars (\$100,000.00);

(3) A description of the consideration, if any, for which the income was received;

⁴ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

(4) In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received.

(c) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported⁵, the statement shall contain:

(1) The name, address and a general description of the business activity of the business entity;

(2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than Ten Thousand Dollars (\$10,000.00).

(d) Management Position Disclosure. When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(e) Acquisition or Disposal During Reporting Period. In the case of an annual leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8. Disqualification.

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth more than Two Thousand Dollars (\$2,000.00);

(b) Any real property in which the designated employee has a direct or indirect interest worth more than Two Thousand Dollars (\$2,000.00);

(c) Any source of income, other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating Five Hundred Dollars (\$500.00) or more in value received by or promised to the designated employee within twelve (12) months prior to the time when the decision is made; or

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

The effects on a designated employee's financial interests of a decision by a landowner voting district to set ad valorem property tax assessments is not distinguishable from the effects such a decision will have on the public generally within such a district. The effects on a designated employee's financial interests of a decision by a utility district to set rates is not distinguishable from the effects such a decision will have on the public generally unless the designated employee's financial interests constitute more than two percent (2%) of the users to whom the rate will be applicable.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participating legally required for purposes of this section.

Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a government decision because he or she has a financial interest in it, the determination not to act must be accompanied by disclosure of the financial interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

Section 10. Opinions of the Commission and Counsel.

(a) Any designated employee who is unsure of his or her duties under this Code may request a formal opinion or written advice from the Fair Political Practices Commission pursuant to Government Code Section 83114, or an opinion from the attorney for the agency, provided however that nothing in this section requires the attorney for the agency to issue such an opinion.

(b) If the designated employee truthfully discloses all material facts, an opinion or written advice provided by the Commission protects the designated employee from administrative, civil and criminal penalties to the extent provided for in Government Code Section 83114. If the designated employee has truthfully disclosed all material facts to the attorney for his or her agency, and an opinion is rendered by the attorney stating in full

the facts and law upon which the opinion's based, compliance by the designated employee with such opinion may be evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act, Government Code Sections 81000, et seq. In addition, the designated employee's good faith compliance with the opinion of the attorney for the agency shall act as a complete defense in any disciplinary action the agency may bring under Government Code Section 91003.5.

(c) Copies of any opinion rendered by the attorney for an agency pursuant to this section shall be delivered to the designated employee requesting the opinion and shall be maintained in the files of the agency. Such opinions may subsequently be modified by the attorney for the agency or by the Commission, but such modifications or revisions shall be prospective in effect and shall take effect only after notification has been given the designated employee who requested the opinion.

Section 11. Violations.

This Code has the force and effect of law. Designated employees violating any provision of this Code are subject to the administrative, penal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91014.

APPENDIX "A"

1. Board of Directors
2. General Manager
3. District Engineer
4. District Maintenance and Operations Manager
5. District Counsel
6. Consultants

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 03, 2024** to:

COUNTY OF TUOLUMNE BOARD OF SUPERVISORS OFFICE
CLERK OF THE BOARD, 2 S. GREEN STREET, SONORA, CA 95370
or BOARDCLERK@CO.TUOLUMNE.CA.US

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6B: Adoption of a Resolution Approving an Amendment to Current Policy Regarding Public Access to District Owned Easements

RECOMMENDED ACTION:

Staff recommends the following action:

I move to Adopt Resolution 20-2024 Approving an amendment to the current Policy regarding public access to District owned Easements.

BACKGROUND:

The previous policy was challenging to navigate due to its complex wording and less structured processes, and it did not establish a clear priority for the identification and clearing of easements to ensure access. The changes in the new Policy Section 500 are recommended to improve clarity, organization, and functionality of the District's operational policies. The updated policy separates the "what" (policy) from the "how" (procedure), ensuring that policies reflect the Board's intentions while allowing staff to efficiently manage procedures. Key improvements include:

1. **Enhanced Clarity and Detail:** The new policy provides clearer definitions and structured processes, making it easier for property owners and District staff to understand and follow the guidelines.
2. **Proactive Maintenance and Use:** Emphasis on maintaining clear and passable easements ensures that District infrastructure can be routinely inspected, maintained, and repaired without obstruction.
3. **Responsibility and Compliance:** The updated policy outlines the responsibilities of property owners and the District, ensuring compliance with regulations and reducing potential conflicts.
4. **Streamlined Procedures:** The new policy consolidates and simplifies procedural steps, eliminating redundancies and making it easier to apply for permits and manage encroachments.

5. **Alignment with Best Practices:** The revisions align with legal best practices and current operational needs, ensuring that the District's policies are up-to-date and effective.

These changes aim to enhance the efficiency and effectiveness of managing District properties and easements, ultimately benefiting the community by ensuring reliable access to essential services.

ATTACHMENTS:

1. DRAFT Policy Section 500: Deeds, Easements, and Encroachments
2. Comparison of New and Old Policy 500
3. Resolution 20-2024

POLICY 501: ACCEPTANCE OF DEEDS

501.1 Purpose:

The District Board of Directors may agree by resolution to accept a deed conveying fee simple title to real property or some interest in real property to the District. The Board of Directors may also authorize by resolution the execution of a Grant Deed by which the District conveys all or a portion of its interest in real property to a third party, by sale or exchange of said real property.

501.2 Procedure:

For any acceptance of a Grant Deed of real property from a third party to the District, action to approve acceptance of the conveyance in such property by Grant Deed must be authorized by action of the Board of Directors at a public meeting properly agendized pursuant to the provisions of the Brown Act.

The Board shall act to accept a Grant Deed by resolution approved by a majority of the Board. Attached to the resolution shall be a Certificate of the Secretary of the Board certifying the fact that said resolution was duly adopted by the Board of Directors at a meeting called and held pursuant to the Brown Act on a specified date by the specified vote, and certifying that said resolution is valid and in full force and effect and has not been revised by the Board since the date of its adoption.

This resolution and the attached Certificate of Secretary shall be recorded with the Grant Deed in the Office of the County Recorder in Tuolumne County.

POLICY 502: EASEMENTS

502.1 Purpose:

The Groveland Community Services District (GCSD) recognizes the need to acquire and manage easements for various purposes, including water and sewer infrastructure, fire suppression services, recreation and park facilities, and community center facilities. The District's policies aim to ensure that all easements are used appropriately to support these functions while maintaining the ability to inspect, maintain, and repair District-owned infrastructure.

Key Purposes Include:

- 1. Water and Sewer Infrastructure:** Acquiring easements to access, operate, maintain, repair, replace, construct, and improve water and sewer infrastructure located on private property.
- 2. Fire Suppression Services:** Ensuring access to necessary infrastructure and areas to support effective firefighting operations.
- 3. Recreation and Park Facilities:** Developing and maintaining recreational and park facilities to provide public enjoyment and community services.
- 4. Community Center Facilities:** Enhancing the quality of life for residents by providing accessible community spaces.

502.2 Procedure for Easement Creation, or Easement Abandonment Requested by Property Owner:

A. Submission of Request:

Property owners must submit a written request to the District, including a legal description of the proposed requested easement or easement abandonment by metes and bounds, a legal description of the Tuolumne County Assessor's Parcel Number upon which the proposed easement is located, and a plat map demonstrating the location of the easement upon the parcel. These documents must be prepared by a licensed engineer or surveyor.

B. Review of Legal Descriptions:

District staff will check the accuracy of the legal descriptions of both the easement and the property parcel.

C. Title Report:

The property owner dedicating an easement to the District must provide a preliminary title report covering the property. The requesting party shall arrange for the title company to forward a copy of the preliminary title report to the District for review. The District Engineer will review the preliminary title report and inform the requester of any liens or other encumbrances on the property. All such liens and encumbrances must either be subordinated to the proposed easement or determined by the District not to conflict with its easement rights.

D. Easement Agreement:

Easements granted to the District must be documented in the District's standard Easement Agreement and executed by all parties holding title to the property. This agreement must be notarized and, if applicable, bear the corporate seal.

E. Board Approval for Acceptance:

The acceptance of easements must be approved by the Board of Directors. The request for acceptance must include a detailed rationale and documentation of how the easement will benefit the District's operations. The District may require the dedication of additional easement rights if deemed necessary for existing or future District needs.

F. Board Approval for Abandonment:

Easement abandonments require approval by the Board of Directors. The request for abandonment must include a detailed rationale and documentation of how the abandonment will affect the District's operations. For the approval of an easement abandonment, the District may require the dedication of an alternative easement to meet existing or future District needs. If it is determined that an alternative easement is needed, all policies of Section 502.2 will apply.

G. Recordation and Title Insurance:

Following Board approval for easement dedication, or acceptance, the District will record the Easement Agreement with the Tuolumne County Recorder's Office. The property owner requesting an easement will be responsible for all title and recording fees, as well as

the cost of issuing a policy of title insurance, ensuring its easement rights in the property. Title insurance is not required for easement abandonments.

502.3 Procedure for Easement Requested by District:

A. Offer Submission:

The District will submit a written offer to the owner of the real property upon which the District desires to locate an easement. This offer shall include a legal description of the parcel upon which the proposed easement is located, a legal description of the easement by metes and bounds, and a plat map demonstrating the location of the easement upon the parcel. These documents must be prepared by a licensed engineer or surveyor.

B. Title Report and Review:

The District will order a preliminary title report covering the parcel of real property upon which the easement is located as well as the proposed easement location. The District will review the preliminary title report and provide a copy to the property owner.

C. Subordination of Liens and Encumbrances:

The District will require any liens or encumbrances on the parcel of real property upon which the proposed easement is located that conflict with the District's easement rights to be subordinated to the easement rights of the District. If subordination is not possible, the District must determine that the liens or encumbrances do not conflict with its easement rights.

D. Easement Agreement Execution:

Easements offered by property owners for public utility, park and recreation, fire suppression, or community facilities purposes will be documented using the District's standard Easement Agreement. All such Easement Agreements must be executed by all parties holding title to the property upon which the easement will be located. All documents must be notarized, and if applicable, bear the corporate seal of the executing party.

E. Board Approval:

Easements requested by the District for public utility, park and recreation, fire suppression, or community facilities purposes must be approved by the Board of Directors. The request

for approval must include a detailed rationale and documentation of how the easement will benefit the District's operations.

DRAFT

F. Recordation and Title Insurance:

Following Board approval, the District will record the Easement Agreement with the Tuolumne County Recorder’s Office. The District will be responsible for all title and recording fees, as well as the cost of issuing a policy of title insurance naming the District as insured, ensuring its easement rights in the property.

G. Notification and Documentation:

Upon execution, a copy of the Easement Agreement and any associated documents will be provided to the property owner. The original documents will be retained in the District’s records.

502.4 Easement Maintenance and Use:

A. Property Owner Responsibilities:

Property owners must keep District easements clear of encroachments and non-native vegetation to ensure routine inspection, maintenance, and repair of infrastructure can be carried out without hindrance. They must also prevent water runoff from eroding District easements.

B. District Responsibilities:

The District will proactively inspect, survey, field mark with monuments, and map its easements. The District shall maintain its easements in a way that allows vehicle and equipment access wherever reasonably possible. This may require native vegetation management, benching, grading, and applying road base.

C. Use Restrictions:

The District does not have the authority to grant private individuals or businesses access to District easements unless they are directly working for the District in a manner that is in accordance with the purpose of the easement.

502.5 Encroachments:

A. Restrictions:

1. Non-temporary encroachments require a variance approved by a majority of the Board of Directors at a regularly agendized public meeting of the Board of Directors.
2. Property owners wanting to access the lake shore via steps or structures, and must cross a District easement to do so, must terminate or begin the steps or structures outside of the easement boundaries. If the easement is not acceptable for normal foot traffic due to grade or surface type, the District will allow the property owner to bench, grade, and apply road base to it. Before performing any work, such as that listed herein, written approval must be obtained from the District.

B. General Requirements:

1. No person or entity shall do or cause to be done any work on District Property without first having obtained an Encroachment Permit and paid the applicable fee.
2. Any construction work performed in connection with the permitted encroachment shall be in accordance with the plans and specifications reviewed by the District and the conditions specified in the Encroachment Permit.
3. Such Encroachment Permits only permit limited access to District Property for such purposes and uses as will not interfere with the District's customary use of such property for the provision of public services.
4. All such Encroachment Permits shall comply in all respects with the District's Encroachment Ordinance, which requires, among other things, that the applicant agree to defend and indemnify the District against any and all claims, liability, damages, and expenses arising out of the construction, installation, or maintenance of the encroachment, including any dangerous or defective conditions created as a result of such encroachment.

C. Forms and Appendices:

1. Application for Encroachment Permit (Appendix 500-F).
2. Encroachment Permit (Appendix 500-G).

POLICY 503: RIGHT-OF-WAY AND ENTRY AGREEMENTS

503.1 Purpose:

The District utilizes Right-of-Way and Entry Agreements to memorialize District agreements to license the use of District-owned property to third parties for temporary periods of time and for purposes specified in the agreement. Such contemplated uses of District-owned property may restrict District access to and use of such property. A Right-of-Way and Entry Agreement restricts a third party's use of District-owned property to specified purposes and times and may require payment of compensation to the District by the applicant for the value of the applicant's temporary use of District-owned property. The license to use District-owned property granted in such a Right-of-Way and Entry Agreement shall be limited in duration to specified periods of time.

503.2 Procedure:

A. Submission of Request:

The person requesting the right to temporarily use District-owned property for specified purposes must submit a written request to the District requesting a Right-of-Way and Entry Agreement together with a legal description of the parcel of real property upon which the right-of-way or entry shall be located, including a legal description of the right-of-way by metes and bounds prepared by a licensed engineer or licensed surveyor.

B. Evaluation of Request:

The District shall evaluate the request and determine whether the proposed temporary use of District Property will conflict with any other existing or planned uses of District-owned property during the proposed duration of the proposed right-of-entry.

C. Compensation Determination:

The District shall also determine whether the proposed nature and extent of use of District-owned property by the applicant and the duration of the proposed use merits the requirement that the applicant pay compensation to the District for the use of District-owned property. Compensation may be waived when the applicant's use of District-owned property pursuant to the Right-of-Way and Entry Agreement promotes a public interest served by the District, such as allowing the contractor to utilize a portion of District-owned

property for storage of construction materials pending construction of a District public works project.

If the proposed use of District-owned property will preclude the District from utilizing such property due to the nature and extent of the applicant's proposed activities on District-owned property, the District shall establish a rental value for such District-owned property to be paid by the applicant for the use of District-owned property and include that amount in the proposed Right-of-Way and Entry Agreement.

- D.** Any Right-of-Way and Entry Agreement must be approved by a majority of the Board of Directors at a regularly agendized public meeting of the Board of Directors. Following approval by the Board of Directors by minute action or by resolution, District staff will provide a copy of the fully executed Right-of-Way and Entry Agreement to the applicant and retain the original in the District office file. This authority may be delegated to the General Manager by the Board of Directors.

Policy 504: Encroachment Permits

504.1 Purpose:

To establish the requirements and procedures for obtaining Encroachment Permits from the District for any work or structures placed within District easements or property.

504.2 Encroachment Access:

- A.** The District does not have the authority to grant private individuals or businesses access to District easements unless they are directly working for the District in a manner that is in accordance with the purpose of the easement.
- B.** Permanent encroachments within District easements require a variance approved by the Board of Directors.

504.3 General Requirements:

- A.** No person or entity shall do or cause to be done any work on District Property without first having obtained an Encroachment Permit and paid the applicable fee.
- B.** Any construction work performed in connection with the permitted encroachment shall be in accordance with the plans and specifications reviewed by the District and the conditions specified in the Encroachment Permit.
- C.** Such Encroachment Permits only permit limited access to District Property for such purposes and uses as will not interfere with the District's customary use of such property for the provision of public services.
- D.** All such Encroachment Permits shall comply in all respects with the District's Encroachment Ordinance, which requires, among other things, that the applicant agree to defend and indemnify the District against any and all claims, liability, damages, and expenses arising out of the construction, installation, or maintenance of the encroachment, including any dangerous or defective conditions created as a result of such encroachment.

504.4 Easement Maintenance and Use:

- A.** The District shall keep its easements clear of encroachments and open for routine inspection, maintenance, and repair of District-owned infrastructure.
- B.** Property owners must bench or flatten out the easement in locations where they desire to install steps or structures, ensuring such structures terminate outside the easement.

- C. The District will proactively inspect, survey, field mark with monuments, and map its easements, making them passable by for District purposes, including passage of vehicles and equipment whenever reasonably possible.

504.5 Forms and Appendices:

- A. Application for Encroachment Permit (Appendix 500-F).
- B. Encroachment Permit (Appendix 500-G).

DRAFT

Policy 501: Acceptance of Deeds

Old Document:

501.1 Purpose:

- The purpose remains the same in both documents.

501.2 Procedure:

- The procedure in the old document involves the acceptance of a Grant Deed by resolution, with specific requirements for certification and recordation with the County Recorder.

New Document:

501.1 Purpose:

- The purpose remains unchanged.

501.2 Procedure:

- The procedure is similar but more concise and focused.

Comparison:

- No significant changes; both documents outline the same purpose and procedure with slight wording differences.

Policy 502: Easements

Old Document:

502.1 Purpose:

- Specifies the need to acquire rights of access for water and sewer infrastructure and other services like fire suppression, recreation, and community facilities.

502.2 Procedure for Easement or Easement Abandonment Requested by Property

Owner:

- Detailed steps including submission of a request, review of legal descriptions, title report, execution of easement agreement, and approval for abandonment.

502.3 Procedure for Easement Requested by District:

- Steps for the District to submit an offer, review title reports, and execute easement agreements.

502.4 Effect of Easement Agreement:

- Explains the creation of a permanent real property interest and compensation policies.

New Document:

502.1 Purpose:

- Similar but more explicitly includes managing easements for various purposes and the importance of maintaining District-owned infrastructure.

502.2 Procedure for Easement or Easement Abandonment Requested by Property

Owner:

- Similar steps but more organized and detailed. Includes a provision for the recordation and title insurance.

502.3 Procedure for Easement Requested by District:

- Similar to the old document with slight rewording and added detail. Requires the District to cover all costs.

502.4 Easement Maintenance and Use:

- New section emphasizing property owner responsibilities, District responsibilities, and use restrictions.

502.5 Encroachments:

- New section detailing restrictions, general requirements, and steps for handling encroachments.

Comparison:

- The new document is more detailed and organized, adding new sections on easement maintenance and use, and encroachments. Clear separation of policy ("what") from procedure ("how").

Policy 503: Right-of-Way and Entry Agreements

Old Document:

503.1 Purpose:

- Outlines the use of Right-of-Way and Entry Agreements to license temporary use of District property.

503.2 Procedure for Entry into Right-of-Way and Entry Agreement:

- Steps for submission of requests, evaluation, compensation determination, and approval by the Board of Directors.

New Document:

503.1 Purpose:

- Similar to the old document with slight rewording for clarity.

503.2 Procedure:

- Similar steps but reworded for clarity and conciseness.

Comparison:

- The new document remains largely the same but with improved wording and clarity.

Policy 504: Encroachment Permits

Old Document:

504.1 Purpose:

- Specifies when property owners must apply for encroachment permits.

504.2 Definition of “Encroachment”:

- Provides a definition of encroachment.

504.3 Procedure:

- Steps for completing an application, review by the District, and approval of encroachments.

504.4 General Requirements:

- General requirements for obtaining an encroachment permit and conditions for construction and maintenance.

New Document:

504.1 Purpose:

- To establish the requirements and procedures for obtaining Encroachment Permits from the District for any work or structures placed within District easements or property.

504.2 Encroachment Access:

- The District does not have the authority to grant private individuals or businesses access to District easements unless they are directly working for the District in a manner that is in accordance with the purpose of the easement.
- Permanent encroachments within District easements require a variance approved by the Board of Directors.

504.3 General Requirements:

- No person or entity shall do or cause to be done any work on District Property without first having obtained an Encroachment Permit and paid the applicable fee.
- Any construction work performed in connection with the permitted encroachment shall be in accordance with the plans and specifications reviewed by the District and the conditions specified in the Encroachment Permit.

- Such Encroachment Permits only permit limited access to District Property for such purposes and uses as will not interfere with the District’s customary use of such property for the provision of public services.
- All such Encroachment Permits shall comply in all respects with the District’s Encroachment Ordinance which requires, among other things, that the applicant agree to defend and indemnify the District against any and all claims, liability, damages, and expenses arising out of the construction, installation, or maintenance of the encroachment, including any dangerous or defective conditions created as a result of such encroachment.

504.4 Easement Maintenance and Use:

- The District shall keep its easements clear of encroachments and open for routine inspection, maintenance, and repair of District-owned infrastructure.
- Property owners must bench or flatten out the easement in locations where they desire to install steps or structures, ensuring such structures terminate outside the easement.
- The District will proactively inspect, survey, field mark with monuments, and map its easements, making them passable by vehicles and equipment whenever reasonably possible.

504.5 Forms and Appendices:

- Lists the forms and appendices related to encroachments.

Comparison:

- The new document is more organized and detailed, adding new sections on encroachment access and maintenance and use responsibilities.

Summary of Changes:

Removed from the Old Policy:

- Specific language and some detailed steps that were either redundant or combined in the new document.
- Certain procedural details were streamlined or reworded for clarity.

Added in the New Policy:

- More detailed and organized structure.
- Clear separation of policy ("what") from procedure ("how").
- New sections on easement maintenance and use, and encroachments.
- Emphasis on property owner and District responsibilities.
- Inclusion of provisions for recordation and title insurance.
- Updated and reworded steps for clarity and conciseness.

The new document improves clarity, organization, and detail, aligning with the District's goal of separating policy from procedure and emphasizing the maintenance and use of easements.

RESOLUTION 20-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN
AMENDMENT TO CURRENT POLICY REGARDING PUBLIC ACCESS
TO DISTRICT OWNED EASEMENTS**

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, 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 the Districts Policy Section 500: DEEDS, EASEMENTS, and ENCROACHMENTS to reflect current practices, provide clarity for District staff and the public, simplify language and provide for consistent implementation.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve Resolution 20-2024 Approving an Amendment to Current Policy Section 500: DEEDS, EASEMENTS, and ENCROACHMENTS.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on August 13, 2024 by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on August 13, 2024.

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6C: Adoption of a Resolution Authorizing the General Manager to Approve the Application for Abandonment of Interest in Public Utility Easement Associated with APN 093-290-006 and 093-290-007

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 21-2024 Authorizing the General Manager to Approve the Application for Abandonment of Interest in Public Utility Easement Associated with APN 093-290-006 and 093-290-007.

BACKGROUND:

On May 9, 2023, the Board approved Resolution 24-2023, titled “*Prohibiting the Abandonment of District Public Utility Easements.*” Despite this resolution, the District frequently receives requests from property owners to abandon PUEs, allowing for the merging of adjacent lots or construction that would encroach on these easements.

The PUE associated with APN 093-290-006 and APN 093-290-007 was established recently as part of a development project that divided a section of land into eight residential lots, each over two acres. The current property owner has acquired two adjacent parcels and intends to merge them into a single lot for residential development. Their proposed construction plan for a home would encroach upon the existing PUE.

Prior to this recent development, no PUEs existed on these parcels. There is already an easement for the existing water utility at the top end of the properties, and there are currently no sewer utilities in this area. Should sewer utilities be developed in the future, they would require new deeded easements in different locations. Given that the PUE serves no current purpose and is unlikely to be needed in the future, it is reasonable to consider abandoning the District's interest in this PUE.

RECOMMENDATION:

The District's Property, Easements, and Assets Manager has reviewed the easement associated with APN 093-290-006 and APN 093-290-007 and determined that the PUE in question is unnecessary for current or future utility purposes. Therefore, staff recommends that the Board approve the abandonment of the District's interest in the PUE separating these two parcels, enabling the property owner to proceed with their construction plans.

FINANCIAL IMPACT

There is no financial impact to the District to abandon this easement.

ATTACHMENTS:

1. Resolution 21-2024

RESOLUTION 21-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO APPROVE THE APPLICATION FOR ABANDONMENT OF INTEREST IN PUBLIC UTILITY EASEMENT ASSOCIATED WITH APN 093-290-006 AND 093-290-007

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, the District received an Application for the Abandonment of Interest in Public Utility Easement associated with APN 093-290-006 and 093-290-007; and

WHEREAS, The current property owner has acquired two adjacent parcels and intends to merge them into a single lot for residential development; and

WHEREAS, there is already an easement for the existing water utility at the top end of the properties, and there are currently no sewer utilities in this area; and

WHEREAS, the PUE serves no current purpose and is unlikely to be needed in the future, it is reasonable to consider abandoning the District's interest in this PUE; and

WHEREAS, the District's Property, Easements, and Assets Manager has reviewed the easement and determined that the PUE in question is unnecessary for current or future utility purposes.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby approve Resolution 21-2024 Authorizing the General Manager to Approve the Application for Abandonment of Interest in Public Utility Easement Associated with APN 093-290-006 and 093-290-007.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on August 13, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on August 13, 2024.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6D: Consideration of a Position on the Tuolumne County Measure Z, Sales Tax and its Associated Advisory Measure Scheduled for the November 2024 Ballot

RECOMMENDED ACTION:

Staff recommends the following action:

I move that the Groveland Community Services District Support Tuolumne County Measure Z, Sales Tax and its Allocation to the Fire, Emergency Services and Roads

BACKGROUND:

Tuolumne County has been struggling for decades to solidify its funding sources for its County Fire Department, Emergency Medical Services, Law Enforcement and roads. Each year, the cost to provide these services has exceeded the revenue available, causing critical equipment replacement funds and any reserves to be drawn down to the point where, when current grant funding runs out in two years for the fire engines and staffing in Columbia, East Sonora and Groveland, it is likely that cutbacks will need to be made.

As the Board is aware, after several years of effort and difficult conversations with the County, they have agreed to collocate a staffed County fire engine in the GCSD station, which is currently grant funded for two more years. This additional engine in Groveland has allowed our staffed GCSD engine to remain in the District while the County engine runs calls outside the District. This additional engine has also provided the resources to put out local structure fires before they spread to the surrounding wildland, which could have been catastrophic in recent weeks. If the Groveland area was to lose its County fire engine, we would be left with two personnel on a single engine when CAL FIRE is off the hill addressing major wildfires throughout the state.

In addition to the second engine, County Fire funds the cost for emergency dispatch operations, firefighter training, the fire marshal and fire investigations, inspections and most importantly for GCSD and the Groveland community, backup resources under mutual aid to handle large incidents and keep small fires from getting worse. County fire has helped with grant funding for the GCSD department and strategic planning for all departments.

The County has placed Measure Z on the November 2024 ballot, which would levy an increase in the sales tax charged countywide. In addition, the County has placed Measure A on the same ballot, as an advisory measure to determine if the public supports this new sales tax funding being spent on fire, law enforcement and roads. GCSD management recommends the Board take a support position on Measure Z, to allow the General Manager or Board to be listed in support on the in-favor ballot argument. The District is prohibited from lobbying for or against a ballot measure but is allowed to take a position publicly.

Adopting a support position shows GCSD's commitment to maintaining and improving the level of fire services locally, cooperation with the County and an understanding of the value of a financially stable fire department countywide. The District will continue to engage vigorously in countywide fire services planning, and in particular working to ensure the county continuously dedicates appropriate fire resources in the Groveland area. With our stated support and the Measure's success, we will expect County Fire's presence in south county to be permanent.

ATTACHMENTS:

1. Argument in Favor of Measure A (County Supervisors)
2. Argument in Favor of Measure Z (Stakeholders)

Measure Z isn't just another tax — it's a path toward financial independence for Tuolumne County residents.

Millions of dollars in temporary grants for emergency services will expire soon. Measure Z is a small cost (one penny per dollar) that provides urgently needed, sustainable funding for core services like fire, law enforcement, and roads while keeping the sales tax rate well below the 8.85% State average.

Revenue from this one-cent general sales tax stays 100% local, cannot be taken by California, will largely be paid for by visitors, exempts groceries, will be up for a re-vote after 20 years, and directly impacts everyone's daily lives.

Our group, Protect Tuolumne County, is a bipartisan and independent coalition of citizens, business owners, and community groups recognizing three critical points:

- 1) Local Firefighters, Deputies, and Road Workers deserve reliable long-term funding
- 2) Our economy and safety depend on these services
- 3) LOCAL revenue is LOCAL control

Our local leaders continue to prioritize public safety and roads; however, these ongoing issues simply cannot be fixed without new revenue.

The Firefighters, Deputies, and Road Workers we're talking about — they're our local Tuolumne County neighbors working each day to keep us safe, and we want to secure local long-term funding for them.

Additionally, a YES vote on the companion Measure A firmly states that fire services, law enforcement, and road projects are the priorities for Measure Z funds. A citizen review committee provides further public accountability.

This is an easy and smart choice. Today, we're making decisions to secure a safe future for our businesses and families. Protect Tuolumne County — Vote YES on Measure Z.

Signed,

Cindy Zelinsky, Business Owner (Emberz, Lazy-Z Resort)

David Vasquez, Tuolumne County Sheriff

Mario Torres, CAL FIRE Local 2881 TCU Chapter Director

Len Otley, Tuolumne County Lodging Association

Pete Kampa, General Manager, Groveland Community Services District

Argument in Favor of Measure A

We are all frustrated with rising costs, from fire insurance to groceries to transportation. The system works against rural communities, and it's understandable why some think a sales tax increase is *ridiculous* and ask why the county cannot live within its means.

The truth is since the 1980s, revenues haven't kept up with increasing costs. Measure A is about priorities: Law Enforcement, Fire Services, and Rural Residential Roads.

For 3 years, faced with limited resources, our Board prioritized increasing deputy wages, adding three grant-funded fire stations in Columbia, Groveland, and Soulsbyville so we don't burn down, and investing \$6.24 million into roads.

What would be ridiculous is continuing to idly accept a status quo of 40+ minute deputy response times, entire communities losing fire protection a decade after the Rim Fire, and declining roads ruining suspensions.

We recognize trust in government is low. You may support one signatory here but detest another. Indeed, we don't always agree. But as elected representatives—Republicans, Independents, and Democrats – we want to solve problems, not avoid them.

We're standing shoulder-to-shoulder humbly asking for your trust and to hold us accountable for spending your tax dollars on these core services. A YES vote on Measure A confirms our shared priorities of Law Enforcement, Fire Services, and Rural Residential Roads.

The County must legally balance budgets so increasing costs with limited funding will mean continued service cuts — pitting deputies against libraries, fire against housing, and roads against recreation. It will affect cherished family programs, infrastructure, and public safety, and we are prepared, with no satisfaction, to do that job.

There is no silver bullet. Budgets will still be tight. This will not fix California. But if Measure Z passes, we pledge to spend it on our shared priorities confirmed by a YES vote on Measure A.

/s/ Supervisor David Goldemberg (Sonora)

/s/ Supervisor Jaron Brandon (Columbia, Jamestown)

/s/ Supervisor Ryan Campbell (Soulsbyville, Crystal Falls, Phoenix Lake)

/s/ Supervisor Anaiiah Kirk (Tuolumne, Twain Harte)

/s/ Supervisor Kathleen Haff (Groveland, Chinese Camp, East Sonora)



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6E: Adoption of a Resolution Authorizing the Award of the Water Refill Station REBID Project to Peterson Excavating and to Authorize the General Manager to Sign an Agreement on Behalf of the District

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 22-2024 Authorizing the Award of the Water Refill Station REBID Project to Peterson Excavating and to Authorize the General Manager to Sign an Agreement on Behalf of the District.

BACKGROUND:

The Groveland Community Service District (Groveland CSD, GCSGD) provides potable water services to the surrounding community. Some residents within or adjacent to the service area do not receive potable water services as they have their own potable water source, typically a groundwater well.

During drought conditions, the residents that are providing their own water service have experienced depleting groundwater level causing the wells to run dry. There are others in the district who simply do not have access to potable water, which is a risk to health and safety.

To alleviate this hardship, Tuolumne County has developed a program that will provide customers with funding to purchase potable water for residential purposes. To efficiently provide potable water to the residents in need, the Groveland CSD will be installing a new water refill station that will service residential water bottles and small portable tanks. The fill station is also capable to fill commercial water trucks, which are typically used for construction dust control or firefighting. This secondary source of potable water supply will ensure all residents have constant access to potable water.

AM Consulting Engineers prepared plans and specifications for the Water Refill Station REBID Project. The Project consists mainly of demolition of existing infrastructure, earthwork, concrete construction, pipeline furnish/installation, and owner furnished/contractor installed water fill station.

This project was originally bid on June 5, 2024 and due to abnormally high bid amounts, far in excess of the project budget, the project was modified and sent back out for rebid. The award of the Project is based on the lowest responsive rebid base bid amount.

DISCUSSION:

A total of three bids were received at the Groveland CSD office on July 31, 2024. The low bid was submitted by Peterson Excavation in the amount of \$142,780.00. The bid results were as listed:

Contractor	Total Bid
Peterson Excavation,	\$142,780.00
Inc.	\$150,000.00
Njirich & Sons, Inc.	\$228,060.00

ATTACHMENTS:

1. Resolution 22-2022
2. Bid Tabulation
3. Project Costs if Awarded to Peterson Excavation
4. Notice of Award
5. Agreement

Groveland Community Services District
Water Refill Station REBID
Bid Tabulation

Item No.	Item Description	Estimated Quantity	Units	Engineers Estimate		Peterson Excavation, Inc.		Njirich & Sons, Inc.		Moyle Excavation, Inc.	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$18,000.00	\$18,000.00	\$6,500.00	\$6,500.00	\$20,900.00	\$20,900.00	\$15,755.00	\$15,755.00
2	Demolition	1	LS	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$6,200.00	\$6,200.00	\$4,310.00	\$4,310.00
3	Earthwork, Grading, & Concrete Improvements	1	LS	\$20,000.00	\$20,000.00	\$40,500.00	\$40,500.00	\$30,400.00	\$30,400.00	\$41,640.00	\$41,640.00
4	Water Refill Station (Assembly & Installation)	1	LS	\$70,000.00	\$70,000.00	\$24,500.00	\$24,500.00	\$50,400.00	\$50,400.00	\$70,000.00	\$70,000.00
5	Potable Water Supply Piping	35	LF	\$120.00	\$4,200.00	\$308.00	\$10,780.00	\$300.00	\$10,500.00	\$857.14	\$30,000.00
6	Lateral Connection	1	EA	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00	\$5,400.00	\$5,400.00	\$8,195.00	\$8,195.00
7	Miscellaneous Site Improvements	1	LS	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00	\$4,800.00	\$4,800.00	\$8,210.00	\$8,210.00
8	Electrical Improvements	1	LS	\$30,000.00	\$30,000.00	\$35,000.00	\$35,000.00	\$21,400.00	\$21,400.00	\$49,950.00	\$49,950.00
Total Base Bid Price					\$157,200.00		\$142,780.00		\$150,000.00		\$228,060.00

Groveland Community Services District
Water Refill Station REBID
Peterson Excavation Costs

Item No.	Item Description	Estimated Quantity	Units	Peterson Excavation, Inc.	
				Unit Price	Item Total
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$6,500.00	\$6,500.00
2	Demolition	1	LS	\$6,500.00	\$6,500.00
3	Earthwork, Grading, & Concrete Improvements	1	LS	\$40,500.00	\$40,500.00
4	Water Refill Station (Assembly & Installation)	1	LS	\$24,500.00	\$24,500.00
5	Potable Water Supply Piping	35	LF	\$308.00	\$10,780.00
6	Lateral Connection	1	EA	\$7,000.00	\$7,000.00
7	Miscellaneous Site Improvements	1	LS	\$12,000.00	\$12,000.00
8	Electrical Improvements	1	LS	\$35,000.00	\$35,000.00
Total Base Bid Price					\$142,780.00

**SECTION 005100
NOTICE OF AWARD**

Date: _____

Project: Water Refill Station REBID

Owner: Groveland CSD

Owner's Contract No.: GVL 155

Contract: Water Refill Station REBID

Engineer's Project No.: GVL 155

Bidder: Peterson Excavation, Inc.

Bidder's Address: 18432 Tuolumne Rd, Tuolumne CA 95379

You are notified that your Bid dated August 13, 2024 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Water refill station REBID Project.

The Contract Price of your Contract is one hundred forty-two thousand seven hundred eighty Dollars (\$142,780.00)

One copy of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

Sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 15 calendar days of the date you receive this Notice of Award.

1. Deliver to the Owner three (3) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security Bonds as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent: None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner

By: _____

Authorized Signature

Title

Copy to Engineer

END OF SECTION

SECTION 005200
AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT

THIS AGREEMENT is by and between Groveland Community Services District (GCSD) (“Owner”) and Peterson Excavation (“Contractor”). Owner and contractor hereby agree as follows:

ARTICLE 1 - WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents.
- A. The major work consists of improvements to the Groveland CSD water distribution system including the installation of an owner furnished water refill station with top loader. The work also includes contractor furnished and installed piping, valves, fittings, electrical conduits/wiring, and supplemental improvements to the water refill station.

ARTICLE 2 - THE PROJECT

- 2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows: WATER REFILL STATION.

ARTICLE 3 - ENGINEER

- 3.01 The Engineer for this Project is AM CONSULTING ENGINEERS, INC. (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 - CONTRACT TIMES

- 4.01 Time of the Essence
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- 4.02 *Days to Achieve Substantial Completion and Final Payment*
- A. The Work will be substantially completed within Sixty (60) calendar days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within Ninety (90) calendar days after the date when the Contract Times commence to run.
- 4.03 *Liquidated Damages*
- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$1,000 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$1,000 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, below:
- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

- 6.01 *Submittal and Processing of Payments*
- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.
- 6.02 *Progress Payments; Retainage*
- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 20th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.
- a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
- b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.
- 6.03 *Final Payment*
- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

ARTICLE 7 – INTEREST

- 7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0.1 percent per annum.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
- E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

- A. The Contract Documents consist of the following:
 - 1. This Agreement.
 - 2. Performance bond.
 - 3. Payment bond.
 - 4. General Conditions.
 - 5. Supplementary Conditions.
 - 6. Technical Specifications.
 - 7. Drawings
 - 8. Addenda (numbers 0 to 0, inclusive).
 - 9. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid.
 - b. Documentation submitted by Contractor prior to Notice of Award.
 - 10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Notice to Proceed.

- b. Work Change Directives.
- c. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 Assignment of Contract

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on August 13, 2024 (which is the Effective Date of the Agreement).

OWNER:

CONTRACTOR

By: _____
Title: _____

By: _____
Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____
Title: _____
Address for giving notices:

Attest: _____
Title: _____
Address for giving notices:

License No.: _____

(Where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

Agent for service of process:

RESOLUTION 22-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE AWARD OF THE WATER REFILL STATION REBID PROJECT TO PETERSON EXCAVATING AND TO AUTHORIZE THE GENERAL MANAGER TO SIGN AN AGREEMENT ON BEHALF OF 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, 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, the District has the authority to construct, operate and maintain sources of water supply for potable water purposes; and

WHEREAS, the District residents need constant access to potable water during drought conditions; and

WHEREAS, the District needs to construct a new water refill station to provide sufficient redundancy for residents during drought conditions; and

WHEREAS, the Groveland Community Services District has received an Integrated Regional Water Management Program grant from the State of California Department of Water Resources to fund the Project in whole; and

WHEREAS, AM Consulting Engineers prepared plans and specifications for the Water Refill Station REBID Project; and

WHEREAS, the Project was advertised on July 11, 2024 in the Union Democrat; and

WHEREAS, three (3) contractors submitted bid packages for the proposed project; and

WHEREAS, the bids received were publicly opened and read on July 31, 2024; and

WHEREAS, the District has the authority to reject any and all bids, or to award the contract to the lowest responsive bidder; and

WHEREAS, Peterson Excavation, Inc. bid dated July 31, 2024 is included herein for reference and to be included in the contract documents as detailed in the project specifications.

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

1. The General Manager is authorized to issue Notice of Award to the lowest bidder Peterson Excavation, Inc.
2. The General Manager is authorized to execute the construction contract to the lowest bidder Peterson Excavation, Inc. in the amount of \$142,780.00 after the Contractor's Performance and Payment Bonds are received.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 15% increase in the original bid and contract amount.
4. The General Manager is authorized to negotiate deductive (cost) change order that result in a comparable work product.
5. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to approve and process Contractor payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
7. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby Adopt Resolution 22-2024 Authorizing the Award of the Water Refill Station REBID Project to Peterson Excavating and to Authorize the General Manager to Sign an Agreement on Behalf of the District.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on August 13, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on August 13, 2024.

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6F: Review and Discussion Regarding the Proposals that Were Received for the Design Services of the Groveland Hetch Hetchy Railroad Trail Project, Phase 1

RECOMMENDED ACTION:

Staff recommends the following action:

Discussion item only, no action required at this time.

BACKGROUND:

A request for qualifications (RFQ) was developed and approved by the Board for distribution on October 10, 2023, for the Preliminary Engineering, Planning, Design, Construction Management, and Administration for the Hetch Hetchy Railroad Project. The Request for Qualifications were issued to qualifying firms and listed on CSDA Clearinghouse on May 15, 2024. Proposals were due on July 1, 2024, and a total of two (2) proposals were received from qualified consultants. A committee was formed to review the proposals, which included five staff members, one local business owner, and a member of the Chamber of Commerce. The committee reviewed the proposals individually and held a committee meeting on July 25, 2024. Numeric scores were compiled and the individual results for each consultant were discussed at length by the committee. Each consultant submitted very competitive proposals and after much consideration, it was decided that further clarification information was needed from one of the consultants in order for a recommendation determination to be made and a subsequent interview was conducted on August 8, 2024.

After the interview, it was decided that more time is needed for thoughtful consideration and to allow staff to reach out to other industry contacts for input before a recommendation for award of Professional Services Agreement for the Design Services for the Groveland Hetch Hetchy Railroad Trail Project, Phase One can be made.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Donabedian, Administrative Services Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6G: Adoption of a Resolution Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 23-2024 Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study.

BACKGROUND:

A request for proposals (RFP) document was developed by staff and presented to the Board at their June 11, 2024 meeting. The Board approved the issuance of the RFP and staff distributed the RFP via email to a list of potential consultants as well as publishing it on CSDA’s RFP Clearinghouse. The deadline for submission of proposals was July 12, 2024. A total of five (5) proposals were received from qualified consultants.

Bryce Consulting	\$16,340-\$17,100
Gallager	\$28,000
MGT	\$15,990
Ralph Anderson	\$24,900
RGS	\$31,400

A staff committee was formed on July 23rd and tasked with reviewing the proposals and making a recommendation to the Board for award of the project. The committee met as a group on August 8th to go over individual reviews and scoresheets.

All proposals received came from well qualified candidates, however, Bryce Consulting’s proposal addressed all the components and scope of work as detailed in the District’s RFP in a very clear and concise manner.

ATTACHMENTS:

Proposal from Bryce Consulting
Resolution 23-2024

FINANCIAL IMPACT:

The cost proposal received by Bryce Consulting is \$16,340-\$17,100 depending on final scope of the study. The approved 2024/25 budget contains \$61,750 for the completion of this study, however, this budget line item also includes funding for an organizational analysis study.

BRYCE
CONSULTING

PROPOSAL TO CONDUCT A COMPENSATION
STUDY FOR
THE GROVELAND COMMUNITY SERVICES
DISTRICT- 2024



BRYCE CONSULTING

1024 Iron Point Road, Ste. 100

Folsom, CA 95630

(916) 974-0199

www.bryceconsulting.com



July 12, 2024

Jennifer Donabedian
Administrative Services Manager
Groveland Community Services District

Re: Compensation Study

Dear Ms. Donabedian:

Thank you very much for the opportunity to submit a proposal to conduct a compensation study for the Groveland Community Services District. We have extensive experience working with agencies that provide utility services including drinking water treatment and distribution and wastewater collection and treatment.

We recognize the importance of maintaining a meaningful and competitive compensation plan reflective of today's organization. The firm will devote all necessary resources to undertake a successful study of District classifications. Furthermore, we will work with the organization at every step during the project to maintain open communication, provide regular status up-dates, and ensure the successful accomplishment of the study's objectives. Bryce Consulting prides itself on client responsiveness. As such, all clients are provided contact information for the Principals of the firm including cell phone numbers so that questions and issues can be resolved as soon as possible.

Again, thank you for the opportunity to be considered for this project. This proposal is valid for 90 days of submission.

Sincerely,

Shellie Anderson
Principal, Bryce Consulting

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A. COVER LETTER

Groveland Community Services District seeks consulting expertise to conduct a total compensation study including a review of existing job descriptions, and a comparison of salary and benefits for comparable classifications to an appropriate labor market. The District provides a broad range of services to the community including water treatment and distribution, wastewater collection, treatment, and regional recycled water, as well as a public park, baseball field and provides fire protection services to the community through a cooperative contract with the California Department of Forestry and Fire Protections (CAL FIRE).

The goal of the study is to develop an equitable, reliable, and competitive compensation system that supports the District's mission; promotes equity by accurately aligning classifications and pay; fosters the attraction and retention of qualified individuals; and provides opportunities for employee growth and development.

Bryce Consulting is located in Folsom, California and was formed in July 1995 to provide management consulting services to local government clients, including cities, counties, and special district, related to classification and compensation, recruitment and selection, organization development, and training. While Bryce is a boutique firm with two Principals and a Senior Consultant on staff, a Principal serves as project manager for every project and is intimately involved in the data collection, analysis, presentation of findings, and development of recommendations. We are uniquely qualified to perform the study as the consultants have extensive experience conducting classification and compensation studies involving water and wastewater related classifications and are knowledgeable of the duties and certification requirements.

The compensation study will include an analysis of salary and benefits for classifications comparable to the District's, from both the employer and employee perspective. Bryce has included an open and transparent process that allows for Employee Representative involvement. Bryce prides itself on developing and maintaining strong working relationships with employees and unions and while the ultimate recommendations are developed by the consultant, we value the information provided by the employees and have found that by being involved by employee representatives in the review process, the organization receives a better product.

Sincerely,



Shellie Anderson, Principal

B. RELEVANT EXPERIENCE

Bryce Consulting, Inc. was formed in July 1995 to provide the full range of human resource consulting services to governmental clients. We offer comprehensive and integrated advisory services in the areas of human resources management, recruitment and selection, organization development, and training. Our scope and approach to consulting is based on a solid foundation of professional experience in providing consulting services to local governments.

SERVICES

Bryce Consulting offers a comprehensive range of human resource consulting services including:

Classification and Compensation - This area of the practice includes the development, installation, and modification of all or part of an agency's classification plan and compensation program. Typical study results include compensation policy development; the preparation of class specifications and career ladders that are in compliance with the ADA; internal salary relationship analysis; external compensation surveys; and the development of a revised compensation plan.

Organizational and Management Review and Analysis - This practice area includes the review, analysis and development of organizational structure, staffing, levels, reporting relationships, workflow, and management control systems. Specific tasks include detailed operational and organizational data collection, analysis of current systems and processes, and development of new or modified organizational and operational structures to create operational efficiencies, workload balance and appropriate staffing levels. Implementation includes facilitated processes with management, individual staff, and entire work groups to ensure the broadest understanding and success of the study recommendations.

Human Resources Systems - Typical assignments in this area result in the development or modification of the basic policy and administrative framework for the agency's human resource management system. Study results include the preparation of personnel rules, policies, and procedures, and employee handbooks.

Performance Appraisal - This service area involves the development and installation of comprehensive performance appraisal systems for both management and non-management staff. These systems are complete and include the necessary forms, procedure manuals, and the training of management and supervisory staff.

CLIENT LIST

Bryce has provided human resources consulting services to the following clients over the past five years.

Cities

City of Benicia
City of Berkeley
City of Campbell
City of Citrus Heights
City of Daly City
City of Davis
City of Elk Grove
City of Fremont
City of Galt
City of Hayward
City of Kerman
City of Long Beach Airport
City of Los Banos
City of Manteca
City of Napa
City of Novato
City of Ojai
City of Pacific Grove
City of Patterson
City of Petaluma
City of Pittsburg
City of Pleasanton
City of Roseville
City of San Rafael
City of Scotts Valley
City of Soledad
City of South San Francisco
City of Stockton
City of Torrance
City of Vacaville
City of Walnut Creek
City of Yuba City
City San Mateo
Town of Los Gatos

Counties

Napa County
Nevada County
Placer County
Yuba County

Special Districts

Association of California Water Agencies
Big Bear Regional Wastewater Agency
Citrus Heights Water District
El Dorado Irrigation District
Elk Grove Water District
Florin County Water District
Housing Authority of the County of Butte
Humboldt Transit Authority
Marin-Sonoma Mosquito and Vector Control
Modesto Irrigation District
Monterey County Regional Fire District
Moraga-Orinda Fire District
North Lake Tahoe Fire Protection District
North Tahoe Fire Protection District
Olympic valley Public Services District
Pioneer Community Energy
Placer County Water Agency
Ross Valley Sanitary District
Sacramento Metropolitan Fire District
Sacramento Suburban Water district
San Juan Water District
Solano Irrigation District
South San Joaquin Irrigation District
Stockton East Water District
Superior Court of California, County of Sacramento
Truckee Fire Protection District
Truckee-Tahoe Airport District
Vallejo Flood and Wastewater District
Water Facilities Authority

REFERENCES

Citrus Heights Water District

Brittney Moore, Administrative Services Manager
(916) 735-7711

Bmoore@chwd.org

6230 Sylvan Road, Citrus Heights, CA. 95610

Citrus Heights Water District is a current client. Bryce has conducted seven compensation and/or benefit studies for the District since 2016 and is the process of completing a compensation study involving 17 agencies and 19 water related and administrative classifications.

Central Contra Costa Sanitary District

Teji O'Malley, Human Resources Manager
(925) 335-7744

tomalley@centralsan.org

Central Contra Costa Sanitary District is a past client. Bryce has conducted four compensation studies for the District since 2017, with the most recently completed in 2024 consisting of 18 survey agencies and 54 survey classifications.

City of Roseville

Stacey Peterson, Human Resources Director
(916) 774-5475

Speterson@roseville.ca.us

311 Vernon Street, Roseville, CA 95768

The City of Roseville is a long-term and current client. Bryce conducted a City-wide classification study of over 1,200 positions and has conducted multiple City-wide total compensation studies over the years with the most recent including approximately 16 survey agencies and 105 benchmark classifications. Bryce continues to support the City with classification and compensation studies as needed.

San Juan Water District

Donna Silva, Director of Finance
(916) 791-6907

dsilva@sjwd.org

9935 Auburn Folsom Road. Granite Bay, CA 95746

San Juan Water District is a long-term and current client. Bryce Consulting has assisted the District with multiple recruitments, conducted an organizational/succession planning study and concluded a District-wide compensation study that included 29 survey classifications and 14 agencies in 2019 and 2022.

Water Facilities Authority

Van Jew, General Manager

(909) 981-9454, ext. 12

vwj@wfajpa.org

1775 N Benson Avenue, Upland, CA 91784

In 2024, Bryce conducted a classification and compensation study involving seven classifications and 13 survey agencies.

C. PROJECT TEAM

Our consulting team has extensive experience dealing with local government service delivery, restructuring, and personnel management efforts. Shellie Anderson will serve as project manager for this study and will assume responsibility for on-going client contact, survey design, data collection, and preparation and presentation of reports. Stacy James, Senior Project Consultant, will provide data collection and analysis support.

STAFF RESUMES

SHELLIE ANDERSON

Shellie Anderson is a principal with the firm who brings 25 years of human resource consulting experience within the State of California, specifically within the public sector. Her background includes managing and participating in compensation and classification studies of varying sizes, organizational analyses, recruitment and selection, development of performance evaluation systems, and succession planning. Ms. Anderson has personally completed hundreds of compensation studies and has worked with a variety of public agencies including the State of California, cities, counties, and electric, water, wastewater, and irrigation districts. Ms. Anderson has successfully worked with labor-management groups on multiple studies, to ensure successful accomplishment of study objectives. Ms. Anderson received a Bachelor's degree in Psychology and a Master's degree in Industrial and Organizational Psychology from the California State University, Sacramento. In addition, Ms. Anderson is a Certified Senior Professional in Human Resources. Ms. Anderson served on the Board for the IPMA – HR Sacramento Mother Lode Chapter for nearly a decade.

STACY JAMES

Stacy James is a consultant with 15 years of professional human resources experience within the State of California including classification and compensation, recruitment and selection, development of work policies and procedures, and performance appraisal design. Ms. James previously oversaw the personnel practices in nine California Counties for social services and child support services departments which included serving as a business partner, conducting recruitments, determining and developing a variety of assessment processes, conducting job analyses, conducting classification studies, and providing training on rules and regulations governing the departments' merit system. Ms. James has extensive experience with compensation data collection and analysis. In addition, Ms. James has served as consultant to a variety of State agencies, counties, cities, non-profits, and special districts in the State of California. Ms. James earned her Bachelor's degree in Psychology from California State University, Sacramento.

D. WORK PLAN

This section of the proposal is intended to place the overall assignment in perspective.

STUDY OBJECTIVES

Groveland Community Services District is seeking highly qualified consulting assistance to conduct a comprehensive compensation study including approximately 20 classifications. The specific study objectives would include the following:

- Research and recommend survey parameters including survey agencies, survey classifications, and data elements.
- Conduct a total compensation analysis to provide the District with an accurate assessment of how its compensation plan compares with the selected labor market agencies.
- Recommend an appropriate salary range for each specified classification based on the classification plan, internal relationships, alignment, and equity.
- Prepare and present a report of findings and recommendations.

INVOLVEMENT OF STUDY PARTICIPANTS

While there is no one way to approach participation, the following outlines an approach which has been successful, with various modifications, for other organizations.

Board of Directors: The Board of Directors typically has a role in the study process that includes providing policy level direction regarding survey parameters and accepting survey findings for the organization. Either the consultant or the General Manager, or designee, typically provides the Board of Directors status updates.

General Manager: The General Manager is typically consulted on the initial study process and goals as well as a review of findings and recommendations prior to finalizing the study.

Administrative Services Manager: The Administrative Services Manager, or designee, would normally provide the consultant with day-to-day guidance and administrative direction and be intimately involved in the review of findings and recommendations.

Employee Representatives: It is not uncommon for employee representatives to be part of the compensation study process to provide an opportunity to review the data and ask the consultants questions. It is our experience that this type of collaborative process results in a better study.

The study process presented on the following pages is designed to achieve the specific objectives presented in the previous section. Each task has been carefully tailored to meet the District's needs and is intended to ensure:

Client Involvement – Study results will be thoroughly reviewed with the District prior to finalization.

Quality - Study results are based on sound technical methods and provide the District with quality compensation recommendations that are acceptable and can be implemented.

Service And Value - The assignment is completed on time and in the most efficient and effective manner possible to ensure that the District receives the greatest value for its consulting dollar.

COMPENSATION STUDY METHODOLOGY

The following is the methodology Bryce Consulting utilizes for conducting market studies.

Task 1 - Project Initiation

This task involves all steps required to initiate the project and includes a review and finalization of the study objectives, study process, project deliverables, and discussion of general questions and concerns with the Administrative Services Manager. Additionally, the consultant will rely on District staff to provide background documentation such as job descriptions, salary schedules, and benefit information and to participate in a detailed review of the findings and recommendations.

Task 2 – Research and Recommend Compensation Survey Parameters

This task will result in a recommendation of compensation survey parameters. These parameters will be consistent with the District's overall salary plan and will include the following:

Labor Market – The overall objective in selecting survey employers is to define as accurately as possible the District's "Labor Market." A labor market consists of those employers with whom the District would compete with for employees. Typically, 10 – 12 agencies are surveyed. The consultant will review the District's list of survey agencies from the 2019 study, and provide recommendations for modifications, as necessary, for the District's consideration. The criteria typically utilized in identifying those employers includes the following:

- **EMPLOYER SIZE** - Generally, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both

organizations. Specifically, agencies of similar size to the District are likely to have departmental structures and organization of positions more similar to the District than organizations that are significantly larger or smaller in size.

- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the District would most likely compete with to recruit and retain quality staff.

- **NATURE OF SERVICES PROVIDED** – Generally, similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.

Survey Classes – The survey classes would be representative of all levels of classifications and job series. Typically benchmark classifications are selected for data collection and the recommendations for non-benchmark classes are based on internal alignment. For example, where a series exists, it is standard practice to survey the journey level in the series with the entry and advanced journey levels set a certain percentage below and above the journey level. The final list of survey classifications will be reviewed and approved by the District.

Survey Methodology - The third key survey parameter is the clear definition of what data will be collected, how it will be analyzed, and in what form it will be presented. Typically, the following data is collected:

- Minimum and maximum base salary
- Portion of employees’ share of retirement paid by the employer
- Deferred compensation contribution paid by the employer
- Supplemental income such as longevity pay
- Certification/education pay
- Auto allowance
- Health, dental, vision, life insurance, and long-term disability

- Social Security paid by the employer
- Portion of employer cost of retirement paid by the employee
- Previous and future cost of living increase data
- Retirement practices (retirement benefit, plan formula, and employer's cost)
- Contribution to retiree health benefits
- Leave benefits (vacation, sick leave, holiday, and administrative leave)

The consultants will provide both the total cost to the employer for salary and benefits as well as the total value of the benefits package to the employee.

Task 3 - Contact Survey Employers and Prepare Information Packet

Once the above task is completed, the consultant will do a thorough review of each survey agency's websites for budget documents, salary schedules, job descriptions, and Memorandum of Understanding. The consultant will then contact each survey employer to elicit cooperation, explain the scope of the survey, and who the study is being conducted for and what information is needed.

Task 4 - Collect and Analyze Survey Data

The consultant will review all available documents (budget and organizational charts, where available, job descriptions, Memorandum of Understanding, salary schedules, and benefit summaries) from the survey agencies to determine comparability of classifications based on organizational level, duties, and requirements, and to document salary and benefit information. Once the data is collected it will be thoroughly analyzed utilizing an electronic spreadsheet. It is anticipated that this analysis would include a detailed presentation of base salary information for each survey class including the name of the comparable class, the entry and top salary, the median, mean, or other percentile of top salary paid by the labor market, and a comparison between the labor market and the District's maximum salary for each survey classification. The spreadsheet will also show the total cash and total compensation calculations and the comparison between the District and the labor market.

Task 5 - Review Preliminary Survey Results with the District

Following the preliminary analysis of the survey data, the consultant will conduct an in-depth review of the survey results with the Administrative Services Manager. The purpose of this review is to identify any additional information needed or areas that require further analysis.

Task 6 – Conduct Data Review Meetings with Employee Representatives (optional)

Once the data is reviewed with the District, the consultant will conduct data review meetings with employee representatives. This has been presented as an optional task for the District's

consideration. The purpose of the meeting is to provide an opportunity for the employee representatives to review the classifications for comparability so that there is a better understanding and acceptance of the recommendations. The employee representatives will be provided with the datasheets and the job descriptions from the survey agencies for the classes that have been determined to be comparable. The employee representatives will have an opportunity to review the job descriptions and ask questions. The consultant will then research and respond to each question.

Task 7 – Follow Up Data Collection

During the review phase of the study the consultant will collect any additional information needed or requested.

Task 8 – Prepare Preliminary Salary Plan and Internal Relationship Analysis

The consultant will prepare salary range recommendations for all classifications based on relevant labor market data and internal relationship guidelines recommended by the consultant to ensure that there is not compaction or too great of a spread between classifications.

Task 9 – Review and Revise Salary Plan with the District

Following the completion of the above, the consultant will review the draft salary plan and internal relationship analysis with the District.

Task 10 - Prepare and Review Compensation Survey Report and Recommendations

The consultant will prepare a draft comprehensive compensation survey report for District review.

Task 11 - Prepare and Present Final Compensation Study Report

Following the completion of the above review, the consultant will revise and present the final version of the compensation study report. This final version will include any modifications that result from the above review.

E. COST PROPOSAL

The professional services fees for the compensation study would amount to \$16,340 - \$17,100, depending on the final scope of the study. This cost includes 86 - 90 hours for professional services at an hourly rate of \$190. Professional service costs will be billed and paid monthly.

GROVELAND COMMUNITY SERVICES DISTRICT		
PROJECT HOURS AND COST		
TASK	HOURS	COST
1. Project Initiation	2	\$380
2. Research and Recommend Compensation Survey Parameters	8	\$1,520
3. Contact Survey Employers and Prepare Information Packet	4	\$760
4. Collect and Analyze Survey Data	40	\$7,600
5. Review Preliminary Survey Results with the District	4	\$760
6. Conduct Data Review Meeting with Employee Representatives (optional)	0 - 4	\$0 - \$760
7. Conduct Follow-up Data Collection	8	\$1,520
8. Prepare Preliminary Salary Plan and Internal Relationship Analysis	8	\$1,520
9. Review and Revise Salary Plan with the District	4	\$760
10. Prepare and Review Compensation Survey Report and Recommendations	6	\$1,140
11. Prepare and Present Final Report	2	\$380
Compensation Study Hours and Cost	86 - 90	\$16,340 – \$17,100

It is assumed that all study tasks will be conducted remotely. Therefore, no reimbursable expenses related to travel have been included in the cost.


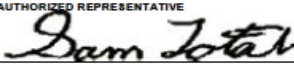
F. PROJECT SCHEDULE

The following page provides a detailed project schedule. We are prepared to begin immediately upon the execution of a contract and can complete all study tasks associated with the compensation study in approximately 12 weeks as displayed in the proposed project work schedule. While the proposed schedule will exceed the District’s goal of completing the study by mid-September, if the project does not commence until mid-August, it is important to the success of the project to allow enough time for accurate data collection and analysis including the receipt of information from the survey agencies.

GROVELAND COMMUNITY SERVICES DISTRICT	
PROJECT SCHEDULE	
TASK	WEEK
1. Project Initiation	1
2. Research and Recommend Survey Parameters	1
3. Contact Survey Employers and Prepare Information Packet	2
4. Collect and Analyze Survey Data	2 - 5
5. Review Preliminary Survey Results with the District	6
6. Conduct Data Review Meeting with Employee Representatives (optional)	7
7. Conduct Follow-up Data Collection	7 - 8
8. Prepare Preliminary Salary Plan and Internal Relationship Analysis	9
9. Review and Revise Salary Plan with the District	10
10. Prepare and Review Compensation Survey Report and Recommendations	11
11. Prepare and Present Final Report	12

G. INSURANCE

Below is a copy of a current insurance certificate for Bryce Consulting.

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 4/28/2024			
		<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
PRODUCER R. C. Fischer & Co. P. O. Box 8101 Walnut Creek CA 94596			CONTACT NAME: April Carter PHONE (A/C, No. Ext): 925-627-5466 FAX (A/C, No): 925-932-0962 E-MAIL ADDRESS: acarter@rcfischer.com				
INSURED Bryce H R Consulting, Inc. Attn: Jean Sullivan 1024 Iron Point Road, Suite 100 Folsom CA 95630			BRYCE-1		INSURER(S) AFFORDING COVERAGE		
			INSURER A : Sentinel Insurance Company, Ltd		NAIC #		
			INSURER B : Philadelphia Indemnity Insurance Company		18058		
			INSURER C : State Compensation Insurance Fund		35078		
			INSURER D :				
			INSURER E :				
INSURER F :							
COVERAGES		CERTIFICATE NUMBER: 1724074595		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR NVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		57SBAGD0902	1/28/2024	1/28/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			57SBAGD0902	1/28/2024	1/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	9291699	1/28/2024	1/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OFF-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability RETRO Date 11/29/2006			PHSD1844591	1/28/2024	1/28/2025	Each Claim 2,000,000 Aggregate 2,000,000 Deductible 5,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional insured per written contract or agreement.							
CERTIFICATE HOLDER				CANCELLATION			
Marin-Sonoma Mosquito and Vector Control District 595 Helman Lane Cotati CA 94931				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

ACORD 25 (2014/01)

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RESOLUTION 23-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BRYCE CONSULTING FOR THE COMPLETION OF A TOTAL COMPENSATION AND BENEFIT STUDY

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, the District issued a Request for Proposals for a total compensation and benefit study on June 12, 2024; and

WHEREAS, five (5) proposals were received from qualified consulting firms, and those proposals were reviewed by committee on August 8, 2024; and

WHEREAS, the Committee recommends awarding the project to Bryce Consulting for the completion of a Total Compensation and Benefit Study not to exceed \$17,100.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby Adopt Resolution 23-2024 Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on August 13, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

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 Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on August 13, 2024.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Donabedian, Administrative Services Manager

DATE: August 13, 2024

**SUBJECT: Agenda Item 6H: Adoption of a Reimbursement Resolution
Related to Acquisition of Property for Employee Housing**

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution No. 24-2024 regarding Adoption of a Reimbursement Resolution Related to Acquisition of Property for Employee Housing.

BACKGROUND:

Due to the lack of rental properties located near the District, and the associated difficulties experienced in the attraction and retention of employees, the District is pursuing the purchase of residential properties to provide temporary rental housing. Bottom line, there are no rentals due to the rapid increase in popularity of short-term rentals. In addition, the cost of purchasing the available homes in Groveland is far beyond the financial means of the majority of our employees, especially those in our utility operations where living close to the District is required.

The District may elect to finance certain acquisitions of property for employee housing from tax-exempt obligations. Federal tax law allows the District to reimburse itself from the proceeds of tax-exempt obligations for capital costs the District pays prior to the issuance of such tax-exempt obligations. In order to reimburse itself, the Board of Directors must adopt a resolution stating its intent to reimburse itself should tax-exempt obligations be issued.

Kutak Rock LLP, the District's bond counsel, has worked with staff to prepare a resolution permitting reimbursement of not-to-exceed \$1,000,000 for costs related to the current capital improvement program which are incurred before tax-exempt obligations; if any, are incurred. Costs that are eligible for reimbursement must have been paid no more than six months before the adoption of the resolution, and the reimbursement must occur within three years after the eligible costs are paid. The foregoing limitations do not apply to "soft" costs such as preliminary studies and reports.

Adoption of the reimbursement resolution will allow for reimbursement of costs associated with the acquisition of property for employee housing, which will replenish District funds available for other approved capital projects.

ATTACHMENTS:

1. Resolution 24-2024

Resolution No. 24-2024

A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGARDING INTENTION TO ISSUE TAX-EXEMPT OBLIGATIONS

WHEREAS, the Groveland Community Services District (the “District”) is a local government agency that is formed and operating in accordance with Section 61000 *et seq.* of the California Government Code; and

WHEREAS, the District is authorized to purchase property which is necessary for its operation; and

WHEREAS, due to the lack of rental homes within District boundaries and the south County region, the District has determined it to be operationally necessary to purchase property for the purpose of offering temporary rental housing for its employees; and

WHEREAS, the District desires to finance the costs of acquiring, constructing and installing such rental housing, as provided in Exhibit A attached hereto and incorporated herein (the “Project”); and

WHEREAS, the District intends to finance the acquisition, construction and installation of the Project or portions of the Project with the proceeds of the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the “Obligations”); and

WHEREAS, the District desires to pay certain costs with respect to the Project prior to the issuance of the Obligations from available moneys of the District and to reimburse itself for such costs from a portion of the proceeds of the sale of the Obligations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Groveland Community Services District as follows:

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The District reasonably expects, and hereby states its intention, to reimburse itself for Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations. Exhibit A describes either the general character, type, purpose, and function of the Project or the fund or account from which Project costs are to be paid and the general functional purpose of the fund or account.

SECTION 3. The reasonably expected maximum principal amount of the Obligations that is anticipated to be used for such reimbursement is \$1,000,000.

SECTION 4. Except as described in Section 8 below, this resolution is being adopted not later than 60 days after the payment of the original expenditures (the “Expenditures Date or Dates”).

SECTION 5. Except as described in Section 8 below, the expected date of issue of the Obligations will be within 18 months of the later of: (a) the Expenditure Date or Dates; or (b) the date that the Project is placed in service; provided that the reimbursement may not be made more than three years after the Expenditure Date or Dates.

SECTION 6. Proceeds of the Obligations to be used to reimburse the District for Project costs are not expected to be used, within one year of reimbursement, directly or indirectly to pay debt service with respect to any obligation (other than to pay current debt service coming due within the next succeeding one year period on any tax-exempt obligation of the District (other than the Obligations)) or to be held as a reasonably required reserve or replacement fund with respect to an obligation of the District or any entity related in any manner to the District, or to reimburse any expenditure that was originally paid with the proceeds of any obligation, or to replace funds that are or will be used in such manner.

SECTION 7. This resolution is consistent with the budgetary and financial circumstances of the District as of the date hereof. No moneys from sources other than the Obligations are, or are reasonably expected to be, reserved, allocated on a long-term basis or otherwise set aside by the District (or any related party) pursuant to their budget or financial policies with respect to the Project costs. To the best of our knowledge, this Board of Directors is not aware of the previous adoption of official intents by the District that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 8. The limitations described in Sections 4 and 5 above do not apply to: (a) costs of issuance of the Obligations; (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations; or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.

SECTION 9. This resolution is adopted as official action of the District in order to comply with Treasury Regulation § 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of District expenditures incurred prior to the date of issue of the Obligations, is part of the District's official proceedings, and will be available for inspection by the general public at the main administrative office of the District.

SECTION 10. This resolution shall take effect immediately.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on August 13, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

EXHIBIT A

DESCRIPTION OF PROJECT

Acquisition of homes within District boundaries for rental to District employees