



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

SPECIAL MEETING AGENDA

December 30, 2024

10:00 a.m.

LOCATION: 18966 Ferretti Road, Groveland, CA 95321

Director Kwiatkowski will be Attending from a Remote Location:
19608 Buckskin Court, 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.

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG OR MAY BE REQUESTED TO BE DELIVERED BY EMAIL OR U.S. MAIL BY CONTACTING THE DISTRICT SECRETARY AT 209-962-7161 OR Board@gcsd.org.

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

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 through the District office once made available.

PUBLIC RECORDS:

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

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

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SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

WORKSHOP AGENDA

December 30, 2024

10:00 a.m.

LOCATION: **18966 Ferretti Road, Groveland, CA 95321**

Director Kwiatkowski will be Attending from a Remote Location:

19608 Buckskin Court, Groveland, CA 95321

1. Call to Order

2. Pledge of Allegiance

3. Roll Call of Board Members

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

4. Approve Order of Agenda

5. 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.

6. Discussion and Action Items

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

- A. Adoption of a Resolution Authorizing District Staff to Apply for a Grant to Sonora Area Foundation for Groveland CERT Basic Training Course
- B. Presentation of FY 2024-2025 1st Quarter Financial Statement and Review of Investment Report
- C. Update of the Management Objectives which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors and Update Report on the Status of Current and Ongoing District Infrastructure Projects

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- D. Administer Oath of Office to Newly Appointed as if Elected Board Members
- E. Selection of Board Officers for Calendar Year 2025

7. Adjournment

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BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: December 30, 2024

SUBJECT: Agenda Item 6A: Adoption of a Resolution Authorizing District Staff to Apply for a Grant to Sonora Area Foundation for Groveland CERT Basic Training Course

RECOMMENDED ACTION

Staff recommends the following action:

I move to adopt Resolution 41-2024 authorizing District Staff to Apply for a Grant to Sonora Area Foundation for FEMA Certified "CERT Basic Training Course".

BACKGROUND

GCSO CERT Volunteers would like District staff to submit a grant application to the Sonora Area Foundation to help with funding a FEMA-certified Basic Training course in early 2025. These funds will be specifically used to cover the cost of instructors, enabling Groveland CERT to train 25 new volunteers to support first responders and enhance community preparedness in South Tuolumne County. This training will double Groveland CERT's volunteer capacity, addressing the growing demand for emergency preparedness in South Tuolumne County. By training 25 additional volunteers, this program will empower participants to:

- Assist first responders during critical incidents.
- Serve as neighborhood leaders during emergencies, improving overall community safety.

In addition to benefiting the Groveland/Big Oak Flat area, this training is open to residents countywide, broadening its impact.

A Resolution of Governing Board or copy of Board minutes indicating approval for grant submission,

FINANCIAL IMPACT:

GCERT has secured commitments for substantial in-kind contributions:

- First Light Resorts: Estimated value of \$7,240 for instructor accommodations, venue and meals.

- Tuolumne County OES: Training materials and backpacks valued at \$3,000.

These contributions reduce overall project costs and demonstrate strong community backing.

ATTACHMENTS:

1. Sonora Area Foundation Grant Letter
2. Resolution 41-2024

CERT Groveland/Big Oak Flat/Moccasin

Groveland Community Services District • 18966 Ferretti Road, Groveland CA 95321



Grant Proposal to the Sonora Area Foundation: Enhancing Community Preparedness through CERT Training

The Groveland Area Community Emergency Response Team (GCERT) respectfully requests \$12,000 from the Sonora Area Foundation to fund a FEMA-certified Basic Training course in early 2025. These funds will be specifically used to cover the cost of instructors, enabling GCERT to train 25 new volunteers to support first responders and enhance community preparedness in South Tuolumne County.

About GCERT: A Trusted Community Partner

GCERT, established in 2019, is sponsored by the Groveland Community Services District (GCSD) and operates under its Groveland Fire Department. Our mission is to build community resilience by training volunteers to assist during emergencies such as wildfires, floods, earthquakes, and evacuations.

Since our inception, GCERT has maintained 14 active members and has delivered critical services, including:

- Traffic control during community events and emergencies in partnership with CHP.
- Firefighter rehabilitation support during incidents and prescribed burns with Calfire.

The integrity of our organization is evident through our partnerships with local agencies such as Calfire, USFS, and the Tuolumne County Office of Emergency Services (OES). GCERT has garnered significant community support, with First Light Resorts and TC-OES committed to providing in-kind resources for this project.

The Need for Funding and Its Impact

This training will double GCERT's volunteer capacity, addressing the growing demand for emergency preparedness in South Tuolumne County. By training 25 additional volunteers, this program will empower participants to:

- Assist first responders during critical incidents.
- Serve as neighborhood leaders during emergencies, improving overall community safety.

In addition to benefiting the Groveland/Big Oak Flat area, this training is open to residents countywide, broadening its impact.

Plan of Action

The FEMA Basic CERT course is a 20-hour program delivered over one weekend:

1. **Friday Evening:** Course introduction and initial modules.
2. **Saturday & Sunday:** Full-day hands-on training sessions.

Resources and Management:

- **Instructor Fees:** \$12,000 (grant-funded).
- **In-Kind Contributions:**

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GrovelandCERT@gmail.com

[HTTPS://GROVELAND.SHAREPOINT.COM/SITES/BOARDMEETINGS/SHARED DOCUMENTS/PAST BOARD MEETINGS/2024/12-19-2024 QUARTERLY WORKSHOP/ITEM 6A SONORA AREA FOUNDATION GRANT LETTER FOR BASIC CERT TRAINING.DOCX](https://groveland.sharepoint.com/sites/boardmeetings/shared%20documents/past%20board%20meetings/2024/12-19-2024%20quarterly%20workshop/item%206a%20sonora%20area%20foundation%20grant%20letter%20for%20basic%20cert%20training.docx)

CERT Groveland/Big Oak Flat/Moccasin

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- **First Light Resorts:** Lodging for instructor, meals for instructors and students, and venue.
- **TC-OES:** Supervision, workbooks, and CERT backpacks.
- **Project Management:** GCERT leadership will coordinate logistics, supported by GCSO and TC-OES.

The training will take place in early 2025, ensuring readiness before the summer wildfire season.

Leveraged Support

GCERT has secured commitments for substantial in-kind contributions:

- **First Light Resorts:** Estimated value of \$7,240 for instructor accommodations, venue and meals.
- **Tuolumne County OES:** Training materials and backpacks valued at \$3,000.

These contributions reduce overall project costs and demonstrate strong community backing.

Sustaining the Program

GCERT will sustain its training efforts through ongoing support from GCSO, local partnerships, and volunteer contributions. Trained volunteers commit to supporting future recruitment and mentoring new members, ensuring the long-term growth of GCERT's impact.

Evaluation and Reporting

GCERT will evaluate the success of this project by tracking:

- The number of participants who complete the training.
- Volunteer deployment during emergencies and community events.
- Feedback from trainees and partner agencies.

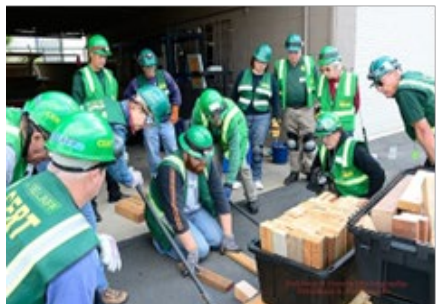
These outcomes will be documented in a detailed report to the Sonora Area Foundation, ensuring transparency and accountability.

Conclusion

Your support will enable GCERT to build a safer, more prepared community. With the Sonora Area Foundation's investment, GCERT can expand its volunteer base and enhance its capacity to respond to emergencies, improving the quality of life for residents of South Tuolumne County.

Thank you for considering our request.

Bob Asquith, CERT Program Manager - Phone: (209)962-7161 - Email: grovelandCERT@gcsd.org



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GrovelandCERT@gmail.com

[HTTPS://GROVELAND.SHAREPOINT.COM/SITES/BOARDMEETINGS/SHARED DOCUMENTS/PAST BOARD MEETINGS/2024/12-19-2024 QUARTERLY WORKSHOP/ITEM 6A SONORA AREA FOUNDATION GRANT LETTER FOR BASIC CERT TRAINING.DOCX](https://groveland.sharepoint.com/sites/boardmeetings/shared%20documents/past%20board%20meetings/2024/12-19-2024%20quarterly%20workshop/item%206a%20sonora%20area%20foundation%20grant%20letter%20for%20basic%20cert%20training.docx)

RESOLUTION 41-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT APPROVING STAFF TO
AUTHORIZING DISTRICT STAFF TO APPLY FOR A GRANT TO SONORA
AREA FOUNDATION FOR GROVELAND CERT BASIC TRAINING
COURSE**

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 Emergency Response Team (CERT) is sponsored by the Groveland Community Services District (GCSD) and operates under its Groveland Fire Department; and

WHEREAS, Groveland CERT's mission is to build community resilience by training volunteers to assist during emergencies such as wildfires, floods, earthquakes, and evacuations; and

Whereas, Groveland Area Community Emergency Response Team (GCERT) respectfully requests \$12,000 from the Sonora Area Foundation to fund a FEMA-Certified Basic Training Course; and

WHEREAS, Sonora Area Foundation requires a Board Governing Resolution to submit an application for the grant.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Approve Resolution 41-2024, Authorizing District Staff to Apply for a Grant to Sonora Area Foundation for FEMA Certified "CERT Basic Training Course".

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on December 30, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, President - Board of Directors

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on December 30, 2024.

DATED: _____

December 19, 2024
1st Quarter Financial Statement Memo for
FY 2024-2025

Authored by: Michelle Ronning, Finance Officer

The following is an overview of the Groveland Community Services District's revenues and expenses for Water, Sewer, Fire, and Park Funds, including capital expenditures, for the period from July 1, 2024, to September 30, 2024 (FY25, Q1).

WATER FUND

REVENUE

Fixed and Variable Rates revenue is in line with the first quarter budget, with Fixed Rates totaling \$415,382 (25%) and Variable Rates trending higher due to increased consumption during the summer months, at \$396,053 (42%). Other Operating Revenue is \$26,876 (11%) and is broken down as follows: \$3,833 from Flow Meter billing, \$3,469 from Transfer Fees, \$10,352.74 in Late Penalty Fees, and \$3,654 from Participation Fees, with the remaining amount derived from other fees and late charges.

Other Non-Operating Revenue totals \$108,026 (1%) and includes \$59,709 in grant reimbursement for the Drought Resiliency Project, \$18,362 in Expense Refunds related to damage to a hydrant and water meter box, and \$29,955 in earned interest.

EXPENSES

Overall, expenses are in line with the budget. Salary expenses total \$257,439 (21%), and Benefits amount to \$178,386 (34%), which includes the full payment of \$48,038 for Worker's Compensation Insurance. The Cost of Water was \$56,586 (34%), and Utilities totaled \$62,969 (31%), with \$53,311 of this amount attributed to the electricity charges paid to Tuolumne Public Power Agency (TPPA).

Other Operating Expenses amounted to \$350,105 (29%) and includes costs such as \$158,884 for the full payment of General Liability Insurance, \$30,860 for Repairs & Maintenance, \$22,540 for Memberships/Subscriptions, \$11,265 in Merchant Fees, \$6,384 for CPA Audit Fees, along with various other expenses like Office Supplies, Janitorial Services, and Telephone. Lease expenses for the copier and mail machines were \$832 (10%). The Pension Unfunded Liability was paid in full, totaling \$148,380 (97%).

CAPITAL OUTLAY

Capital Water Fund expenses for the first quarter totaled \$338,125, broken down as follows:

- **Big Creek - 2G Clearwell, Butler Way Bypass:** \$35,000 for the final retention release payment to Farr Construction.
- **Groveland Drought Resiliency Project:** \$106,743, which includes three sub-projects:
 - **Well Design:** \$27,362 for AM Consulting’s preparation of construction documents, technical specifications, and pump test coordination.
 - **Water Tank & Distribution:** \$32,364 for AM Consulting’s preparation of construction documents, contractor coordination, and meeting attendance.
 - **AWS-ATP Improvements:** \$47,016 for AM Consulting’s preparation of construction documents and design discussions.
- **Water Fill Station:** \$1,365 paid to AM Consulting for scheduling and submitting project updates, as well as confirming equipment details.
- **FEMA Agreement:** \$1,299 for the preparation of construction plans for improvements.
- **Hydro Static Hydraulic Pump for Vac Con Blower Motor:** \$10,887 purchased from Municipal Maintenance Equipment.
- **Water Fund Share Capital Outlay:** \$182,833, which includes:
 - \$8,400 for the Internet Exchange and Upgrade Project
 - \$174,433 for the purchase of Employee Housing

WATER CAPITAL OUTLAY			
CIP Project	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Downtown Groveland/BOF Water System Rehab Project (CDBG)	3,250,754		-
General Water Improvements	40,000		-
Treatment Plant General Improvements/Replacements	27,500		-
Big Creek-2G Clearwell, Butler Way Bypass - Grant	-	35,000	35,000
2022 Groveland Drought Resiliency Project (\$8.4M Grant)	6,129,398	106,742	106,742
New OSG Unit @ 2G	7,943		-
New (PLCs) Programmable Logic Controllers for WTP	121,000		-
New Enclosed Skid Steer	38,720		-
Duramax Flow Meter	5,874		-
Water Fill Station - Grant	67,000	1,365	1,365
HACH Spectrophotometer	11,500		-
Tank 4 Drainage Project	150,000		-
Airport Water Line Relocation	38,500		-
AWS Generator Repair	62,000		-
Versa Tube Building	15,000		-
FUND SHARE CAPITAL OUTLAY-56%	489,755	182,833	182,833
Unbudgeted Items			
FEMA Agreement	-	1,299	1,299
Hydro Static Hydraulic Pump	-	10,887	10,887
TOTAL WATER CAPITAL OUTLAY	10,454,944	338,125	338,125
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	1,007,792	195,019	195,019

SEWER FUND

REVENUE

Fixed and Variable Rates revenues are in line with the first-quarter budget, with Fixed Rates totaling \$444,780 (25%) and Variable Rates at \$187,189 (34%), trending higher due to increased summer months consumption. Other Operating Revenue is slightly below budget, with \$6,149 (18%) collected for Late Penalty Charges and Fees.

Other Non-Operating Revenue amounts to \$770,412 (1%), primarily consisting of a reimbursement for the Groveland/BOF Sewer Construction Project for \$738,160 and \$30,332 in earned interest and \$1,920 in expense refunds.

EXPENSES

Expenses are in line with the budget for the first quarter. Salaries totaled \$188,273 (19%), and Benefits amounted to \$137,541 (35%), which included \$40,713 for the full payment of Worker's Compensation Insurance. Utilities were \$45,466 (25%), with \$40,031 of this total attributed to TPPA electricity expenses, along with costs for garbage, water, sewer, and internet services.

Operating Expenses were \$230,934 (28%), which include significant items such as \$107,814 for the full payment of General Liability Insurance, \$17,058 for Repairs & Maintenance, \$23,737 for the annual Springbrook software subscription, and \$13,437 for chemicals, as well as fuel, lab testing, merchant fees, small tools, safety equipment, and general engineering.

Lease expenses of \$565 (26%) were paid for the copier and mail machines. The Pension Unfunded Liability was paid in full, totaling \$100,686 (97%).

CAPITAL OUTLAY

Capital Sewer Fund expenses for the first quarter totaled \$1,034,795, broken down as follows:

- **Downtown Groveland/BOF Sewer Collection Rehab Project:** \$76,070. This includes \$44,426 in invoices from AM Consulting Engineers for updates to the Environmental Study, construction inspections, and document reviews, as well as a progress payment of \$31,644 to Moyle Excavation Inc.
- **Wastewater Treatment Plant Improvement Project:** \$828,925. Of this amount, \$756,252 was paid to Sierra Mountain Construction for progress payments, and \$52,474 was placed in an escrow account at F&M Bank for retention. Engineering fees of \$12,320 were paid to AM Consulting for construction updates and inspections. The remaining additional expenses of \$7,879 include supplies from General Plumbing and labor/materials from J.S. West Propane Gas.
- **FEMA Agreement:** \$612 for preparation of construction plans for improvements.

- **Hydro Static Hydraulic Pump for Vac Con Blower Motor:** \$5,123, purchased from Municipal Maintenance Equipment.
- **Sewer Fund Share Capital Outlay:** \$124,065, which includes:
 - \$5,700 for the Internet Exchange and Upgrade Project
 - \$118,365 for the purchase of Employee Housing.

SEWER CAPITAL OUTLAY			
CIP Project	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Downtown Groveland/BOF Sewer Collection Rehab Project (Grant)	1,730,273	76,070	76,070
Wastewater Pump Replacements	-		-
WWTP Improvements, Phase 2-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,359,170	828,925	828,925
Road Maintenance	-		-
Generator Installations	-		-
Asphalt Rehabilitation	-		-
Sewer Treatment Plant Onsite Chlorine Generators	145,000		-
Hetch Hetchy RR Project - Phase 1	-		-
Excavation Wand - Vac Con Unit	-		-
Admin Parking Lot - 5yr Plan	-		-
New Enclosed Skid Steer	82,280		-
Sludge Drying Bed Rehab	40,000		-
LS 2 and 14 Rehabs	270,583		-
Versa Tube Building	15,000		-
FUND SHARE CAPITAL OUTLAY-38%	332,334	124,065	124,065
Unbudgeted Items			
FEMA Agreement - Grant	-	612	612
Hydro Static Hydraulic Pump	-	5,123	5,123
TOTAL SEWER CAPITAL OUTLAY	3,974,640	1,034,795	1,034,795
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	2,244,367	958,113	958,113

FIRE FUND

REVENUE

The Fire Fund revenue primarily consists of Property Taxes, Equipment Rental Revenue, Earned Interest, and Grant Funding, with property taxes typically paid in the second and fourth quarters each year. Total revenue for the first quarter was \$180,915, which is below budget as expected. This is made up of \$84,253 (6%) in Property Taxes, \$7,262 (30%) in Other Operating Revenues which include \$5,009 from equipment rentals and \$1,600 in CERT grant funding from Adventist Health Sonora and reimbursement of \$400 for engine staging for the PML Fireworks show.

Non-Operating revenue amounts to \$89,400 (73%), which includes \$79,809 from the GCSD Fuel Infrastructure Grant reimbursement and \$9,591 in earned interest.

EXPENSES

Fire Fund expenses are in line with the budget. Salaries and Benefits totaled \$24,786 (16%), and the estimated Q1 CalFire contract expense is \$253,398 (18%) for which we have not received the invoice. Utilities amounted to \$5,004 (19%), and Lease payments for the copier and mail machine totaled \$74 (32%).

Other Operating Expenses totaled \$38,337 (19%), which include \$14,186 for the full payment of General Liability Insurance, \$3,876 for Repairs & Maintenance, and \$3,179 for Fuel. Additional expenses include Office Supplies, Janitorial, Public Relations, and Legal Services. The Pension Unfunded Liability full payment was \$107,217 (97%).

CAPITAL OUTLAY

Capital Fire Fund expenses for the first quarter totaled \$16,324, broken down as follows:

- **Fire Fund Share Capital Outlay:** \$16,324, which includes:
 - \$750 for the Internet Exchange and Upgrade Project
 - \$15,574 for the purchase of Employee Housing.

FIRE CAPITAL OUTLAY		Quarter 1	2024/25 YTD Spent
CIP Project	Adopted 24/25		
Firehouse Flooring	20,000		0
FUND SHARE CAPITAL OUTLAY-5%	43,728	16,324	16,324
TOTAL FIRE CAPITAL OUTLAY	63,728	16,324	16,324

PARKS FUND

REVENUE

Like the Fire Fund, the first quarter revenue is below budget due to the primary source of revenue being Property Tax Revenue. Property Taxes received in the first quarter totaled \$7,261 (6%), with additional funds expected in the second and fourth quarters. Other Operating Revenue amounted to \$2,776 (41%), which includes Use Fees, Dog Park Permits, and a \$2,021 expense refund for returned trash receptacle items to Big Belly Solar, LLC.

Other Non-Operating Revenue was \$22,781 (3%), consisting of \$14,870 from Cell Tower Rentals, \$5,697 in earned interest, and \$2,214 from Movies in the Park concessions.

EXPENSES

Park Fund expenses are typically higher in the first quarter due to summer activities. Salaries and Benefits totaled \$7,951 (15%). Utilities amounted to \$35,996 (79%), with the primary expense being GCSD water consumption. Lease payments of \$15 (26%) were made for the mail and copier machines.

Other operating expenses totaled \$12,667 (17%), which includes \$2,837 for the full payment of General Liability Insurance, \$6,414 for Janitorial Services, and \$579 for Repairs & Maintenance. Additional expenses include \$1,383 for Movies in the Park, as well as costs for the Dog Park, Public Relations, and Supplies. The Pension Unfunded Liability was paid in full, totaling \$2,650 (97%).

CAPITAL OUTLAY

1st Quarter

Capital Park Fund expenses for the first quarter totaled \$410,812, broken down as follows:

- **The Groveland Asset Rehabilitation and Beautification Project:** \$384,265. Construction began during this quarter, with expenses covering progress payments to Njirich & Sons, Inc., as well as the purchase of bike racks, park benches, signage, and irrigation supplies.
- **The Hetch Hetchy Railroad Project:** \$23,282. Expenses consist of Benchmark Engineering for survey work and White Brenner for legal fees. Green Dot Transportation Solutions was paid for grant application assistance, and these costs were reimbursed by the Tuolumne County Transportation Council (TCTC).
- **Park Fund Share Capital Outlay:** \$3,265, which includes:
 - \$150 for the Internet Exchange and Upgrade Project
 - \$3,115 for the purchase of Employee Housing.

PARK CAPITAL OUTLAY			
Projects	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Groveland Asset Rehabilitation and Beautification Project	905,875	384,265	384,265
Hetch Hetchy RR Project Phase 1	185,000	23,282	23,282
FUND SHARE CAPITAL OUTLAY-1%	8,746	3,265	3,265
TOTAL PARK CAPITAL OUTLAY	1,099,621	410,812	410,812

Budget to Actual 1st Quarter Report

Groveland Community Services District

For 1st Quarter Ended September 2024

Total - District-Wide	2024/25 Annual Budget		Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
		Quarter1			
Fixed rates	\$ 3,427,255	\$ 860,162	\$ 860,162	\$ (2,567,093)	75%
Variable rates	1,482,676	583,242	583,242	(899,434)	61%
Property taxes	1,463,060	91,514	91,514	(1,371,546)	94%
Other operating revenues	150,857	43,063	43,063	(107,794)	71%
Other nonoperating revenues	13,342,281	990,619	990,619	(12,351,662)	93%
Total Revenues	19,866,129	2,568,599	2,568,599	(17,297,530)	
Salaries and benefits	(3,349,039)	(794,375)	(794,375)	2,554,664	76%
Cost of water	(166,341)	(56,586)	(56,586)	109,755	66%
Utilities	(458,665)	(149,435)	(149,435)	309,230	67%
Cal Fire contract	(1,435,548)	-	-	1,435,548	100%
Other operating expenses	(2,309,188)	(632,042)	(632,042)	1,677,146	73%
Leases: prin+interest	(10,800)	(1,486)	(1,486)	9,314	86%
Transfer to Pension	(370,935)	(358,934)	(358,934)	12,001	3%
Total Expenses	(8,100,516)	(1,992,858)	(1,992,858)	6,107,658	
Capital outlay (fixed assets)	(15,592,933)	(1,800,057)	(1,800,057)	13,792,876	88%
Net profit (loss)	\$ (3,827,320)	\$ (1,224,316)	\$ (1,224,316)	\$ 2,603,004	
Debt Service Collections	941,683	239,920	239,920		
Debt Service: Prin/Interest	(119,054)	(49,282)	(49,282)		
	822,629	190,638	190,638		

Budget to Actual 1st Quarter Report

Groveland Community Services District

Water	2024/25 Annual Budget		Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
		Quarter1			
Fixed rates	\$ 1,650,064	\$ 415,382	\$ 415,382	\$ (1,234,682)	75%
Variable rates	934,420	396,053	\$ 396,053	(538,367)	58%
Other operating revenues	86,257	26,876	\$ 26,876	(59,381)	69%
Other nonoperating revenues	10,309,399	108,026	\$ 108,026	(10,201,373)	99%
Total Revenue	12,980,140	946,336	946,336	(12,033,804)	
Salaries	(1,227,936)	(257,439)	(257,439)	970,497	79%
Benefits	(530,794)	(178,386)	(178,386)	352,408	66%
Cost of water	(166,341)	(56,586)	(56,586)	109,755	66%
Utilities	(206,061)	(62,969)	(62,969)	143,092	69%
Other operating expenses	(1,224,879)	(350,105)	(350,105)	874,774	71%
Leases	(8,248)	(832)	(832)	7,416	90%
Pension Unfunded Liability	(153,341)	(148,380)	(148,380)	4,961	3%
Total Expenses	(3,517,600)	(1,054,697)	(1,054,697)	2,462,903	
Capital outlay (Fixed assets)	(10,454,944)	(338,125)	(338,125)	10,116,819	97%
Net profit (loss)	\$ (992,404)	\$ (446,486)	\$ (446,486)	\$ 545,918	
Debt Service Collections	611,154	157,221	157,221		
Debt Service Prin/Interest	(41,273)	(17,864)	(17,864)		
	569,881	139,357	139,357		

Budget to Actual 1st Quarter Report

Groveland Community Services District

Sewer	2024/25 Annual		Year-to-date	CY Actual Vs. CY	
	Budget	Quarter1	Actuals	Budget-Remaining \$	Budget-Remaining%
Fixed rates	\$ 1,777,191	\$ 444,780	\$ 444,780	\$ (1,332,411)	75%
Variable rates	548,256	187,189	\$ 187,189	(361,067)	66%
Other operating revenues	33,250	6,149	\$ 6,149	(27,101)	82%
Other nonoperating revenues	2,052,827	770,412	\$ 770,412	(1,282,415)	62%
Total Revenue	4,411,524	1,408,530	1,408,530	(3,002,994)	
Salaries	(983,570)	(188,273)	(188,273)	795,298	81%
Benefits	(395,081)	(137,541)	(137,541)	257,540	65%
Utilities	(180,860)	(45,466)	(45,466)	135,394	75%
Other operating expenses	(831,674)	(230,934)	(230,934)	600,740	72%
Leases	(2,204)	(565)	(565)	1,639	74%
Pension Unfunded Liability	(104,053)	(100,686)	(100,686)	3,367	3%
Total Expenses	(2,497,442)	(703,464)	(703,464)	1,793,978	
Capital Outlay (fixed assets)	(3,974,640)	(1,034,795)	(1,034,795)	2,939,845	74%
Net profit (loss)	\$ (2,060,558)	\$ (329,729)	\$ (329,729)	\$ 1,730,829	
Debt Service Collections	330,529	82,699	82,699		
Debt Service:Prin/Interest	(77,781)	(31,418)	(31,418)		
	252,748	51,281	51,281		

Budget to Actual 1st Quarter Report

Groveland Community Services District

Total - Governmental Funds	2024/25 Annual Budget	Quarter1	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	\$ 1,463,060	\$ 91,514	\$ 91,514	\$ (1,371,546)	94%
Other operating revenues	\$ 31,350	\$ 10,038	10,038	(21,312)	68%
Other nonoperating revenues	\$ 980,055	\$ 112,181	112,181	(867,874)	89%
Total Revenues	2,474,465	213,733	213,733	(2,260,732)	
Salaries and benefits	(211,658)	(32,737)	(32,737)	178,921	85%
Utilities	(71,744)	(41,000)	(41,000)	30,744	43%
Cal Fire Contract	(1,435,548)	-	-	1,435,548	100%
Other operating expenses	(252,635)	(51,003)	(51,003)	201,632	80%
Leases	(348)	(89)	(74)	274	79%
Transfer to Pension/Unfunded	(113,541)	(109,868)	(109,868)	3,673	3%
Total Expenses	(2,085,474)	(234,697)	(234,682)	1,850,792	
Capital outlay (fixed assets)	(1,163,349)	(427,137)	(427,137)	736,212	63%
Net profit (loss)	\$ (774,358)	\$ (448,101)	\$ (448,086)	\$ 326,272	

Budget to Actual 1st Quarter Report

Groveland Community Services District

Fire	2024/25 Annual Budget	Quarter1	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 1,345,393	\$ 84,253	\$ 84,253	\$ (1,261,140)	94%
Other operating revenues	24,500	7,262	\$ 7,262	(17,238)	70%
Other nonoperating revenues	155,953	89,400	\$ 89,400	(66,553)	43%
Total Revenues	1,525,846	180,915	180,915	(1,344,931)	
Salaries and benefits	(159,398)	(24,786)	(24,786)	134,612	84%
Cal Fire Contract	(1,435,548)	0	0	1,435,548	100%
Utilities	(26,250)	(5,004)	(5,004)	21,246	81%
Leases	(290)	(74)	(74)	216	74%
Other operating expenses	(205,484)	(38,337)	(38,337)	167,147	81%
Tfr. to PERS Unfunded Liability	(110,803)	(107,218)	(107,218)	3,585	3%
Total Expenses	(1,937,773)	(175,419)	(175,419)	1,762,354	
Capital Outlay (fixed assets)	(63,728)	(16,324)	(16,324)	47,404	74%
Net Profit (Loss)	\$ (475,655)	\$ (10,829)	\$ (10,829)	\$ 464,826	

Budget to Actual 1st Quarter Report

Groveland Community Services District

Parks	2024/25 Annual Budget	Quarter1	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	\$ 117,667	\$ 7,261	\$ 7,261	\$ (110,406)	94%
Other operating revenues	6,850	2,776	\$ 2,776	(4,074)	59%
Other nonoperating revenues	824,102	22,782	\$ 22,782	(801,320)	97%
Total Revenue	948,619	32,818	32,818	(915,801)	
Salaries and benefits	(52,260)	(7,951)	(7,951)	44,309	85%
Utilities	(45,494)	(35,996)	(35,996)	9,498	21%
Leases	(58)	(15)	(15)	43	74%
Other operating expenses	(47,151)	(12,667)	(12,667)	34,484	73%
Tfr. to PERS Unfunded Liability	(2,738)	(2,650)	(2,650)	88	3%
Total Expenses	(147,701)	(59,278)	(59,278)	88,423	
Capital outlay (fixed assets)	(1,099,621)	(410,812)	(410,812)	688,808	63%
Net Profit (Loss)	\$ (298,703)	\$ (437,272)	\$ (437,272)	\$ (138,570)	

Groveland Community Services District

FY 2024/25

Capital Outlay

FUND SHARE CAPITAL OUTLAY			
CIP Project	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Truck 17 Replacement	95,478		-
Truck 3 Replacement	49,085		-
Internet Exchange & Upgrade Project	30,000	15,000	15,000
Employee Housing - 1 Property	350,000	311,487	311,487
Employee Housing - 1 Property	350,000		-
TOTAL FUND SHARE CAPITAL OUTLAY	874,563	326,487	326,487

Groveland Community Services District

FY 2024/25

Capital Outlay

WATER CAPITAL OUTLAY			
CIP Project	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Downtown Groveland/BOF Water System Rehab Project (CDBG)	3,250,754		-
General Water Improvements	40,000		-
Treatment Plant General Improvements/Replacements	27,500		-
Big Creek-2G Clearwell, Butler Way Bypass - Grant	-	35,000	35,000
2022 Groveland Drought Resiliency Project (\$8.4M Grant)	6,129,398	106,742	106,742
New OSG Unit @ 2G	7,943		-
New (PLCs) Programmable Logic Controllers for WTP	121,000		-
New Enclosed Skid Steer	38,720		-
Duramax Flow Meter	5,874		-
Water Fill Station - Grant	67,000	1,365	1,365
HACH Spectrophotometer	11,500		-
Tank 4 Drainage Project	150,000		-
Airport Water Line Relocation	38,500		-
AWS Generator Repair	62,000		-
Versa Tube Building	15,000		-
FUND SHARE CAPITAL OUTLAY-56%	489,755	182,833	182,833
Unbudgeted Items			
FEMA Agreement - Grant	-	1,299	1,299
Hydro Static Hydraulic Pump	-	10,887	10,887
TOTAL WATER CAPITAL OUTLAY	10,454,944	338,125	338,125
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	1,007,792	195,019	195,019

Groveland Community Services District

FY 2024/25

Capital Outlay

SEWER CAPITAL OUTLAY			
CIP Project	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Downtown Groveland/BOF Sewer Collection Rehab Project (Grant)	1,730,273	76,070	76,070
Wastewater Pump Replacements	-		-
WWTP Improvements, Phase 2-Headworks, LS2, Irrigation, Sludge Pump, Influent Pump	1,359,170	828,925	828,925
Road Maintenance	-		-
Generator Installations			-
Asphalt Rehabilitation	-		-
Sewer Treatment Plant Onsite Chlorine Generators	145,000		-
Hetch Hetchy RR Project - Phase 1	-		-
Excavation Wand - Vac Con Unit	-		-
Admin Parking Lot - 5yr Plan	-		-
New Enclosed Skid Steer	82,280		-
Sludge Drying Bed Rehab	40,000		-
LS 2 and 14 Rehabs	270,583		-
Versa Tube Building	15,000		-
FUND SHARE CAPITAL OUTLAY-38%	332,334	124,065	124,065
Unbudgeted Items			
FEMA Agreement - Grant	-	612	612
Hydro Static Hydraulic Pump	-	5,123	5,123
TOTAL SEWER CAPITAL OUTLAY	3,974,640	1,034,795	1,034,795
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	2,244,367	958,113	958,113

Groveland Community Services District

FY 2024/25

Capital Outlay

FIRE CAPITAL OUTLAY		Quarter 1	2024/25 YTD Spent
CIP Project	Adopted 24/25		
Firehouse Flooring	20,000		0
FUND SHARE CAPITAL OUTLAY-5%	43,728	16,324	16,324
TOTAL FIRE CAPITAL OUTLAY	63,728	16,324	16,324

Groveland Community Services District

FY 2024/25

Capital Outlay

PARK CAPITAL OUTLAY			
Projects	Adopted 24/25	Quarter 1	2024/25 YTD Spent
Groveland Asset Rehabilitation and Beautification Project	905,875	384,265	384,265
Hetch Hetchy RR Project Phase 1	185,000	23,282	23,282
FUND SHARE CAPITAL OUTLAY-1%	8,746	3,265	3,265
TOTAL PARK CAPITAL OUTLAY	1,099,621	410,812	410,812

GROVELAND COMMUNITY SERVICES DISTRICT									
Quarterly Investment/Treasurer's Report									
Quarter Balances @ 09/30/2024									
Cash Accounts	Acct	Interest Rate	YTD Interest Jan-Dec 2024	Enterprise & D/G Funds			Government Funds		G/L Totals
				Water	Sewer	Grunsky	Fire	Parks	
Mechanics Bank Operating Account	4498	0	-	61,748.84	703,955.64	3,888.18	370,498.10	(408,466.82)	731,623.94
Mechanics Bank Payroll Account	2426	0	-	30,070.40	30,173.77		18,010.81	17,909.17	96,164.15
LAIF	5001	4.71%	1,397.01	16,838.75	18,332.61	3,318.44	3,707.97	36.53	42,234.30
CA Class Bond Payment Reserve	01-029	5.26%	90,520.62	1,292,693.94	1,053,310.81				2,346,004.75
CA Class General Interest	9001	5.26%	88,166.41	898,233.91	162,734.97	4,982.10	418,401.29	134,497.26	1,618,849.53
Mechanics General Investment Fund	1230	5.12%	64,226.30	132,202.32	912,933.01	5,001.80	292,699.33	127,612.63	1,470,449.09
Mechanics Checking	4285	0.00%	-	1,816,564.01					1,816,564.01
Mechanics Park Asset Fund	1235	4.80%	7,101.56					182,939.98	182,939.98
Cash Drawer				168.00	132.00				300.00
Petty Cash				100.00	100.00				200.00
				4,248,620.16	2,881,672.81	17,190.52	1,103,317.50	54,528.75	8,305,329.75
2024 YTD Interest Earned		Jan-Dec	\$ 251,411.90						
"I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expense for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively."									
Name	<i>Peter Kasuya</i>			Title	<i>GM</i>		Date	<i>12-10-2024</i>	



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: December 30, 2024

SUBJECT: Item 6C. Update of the Management Objectives which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors, and Update Report on the Status of Current and Ongoing District Infrastructure Projects

RECOMMENDED ACTION:

No specific board action is recommended for this workshop. The goal is to develop a scope, schedule and process for the update GCSB management objectives.

BACKGROUND:

The board of directors regularly reviews management objectives which detail the priorities and direction given to management. Our management objectives were last reviewed in 2022, and were not significantly updated since then. We are at a point where a thorough update of the management objectives is necessary. We seek board direction regarding whether we want to hire a consultant to conduct strategic planning which would lead to the updated objectives, or whether we want to spend a couple hours in a near future meeting to outline priority board directions and actions.

At the meeting, management will review the status of our current major projects and initiatives, achievements of the existing management objectives, as well as factors that have affected the completion of the objectives. A handout will be provided at the meeting and reviewed on screen.

TO: GCSB Board of Directors

FROM: Rachel Pearlman, Board Secretary

DATE: December 30, 2024

SUBJECT: Agenda Item 6E: Election of Board Officers for Calendar Year 2025

RECOMMENDED ACTION:

Staff recommends the following actions:

1. *Nominate and elect Board President for Calendar Year 2025*
2. *Nominate and elect Board Vice President for Calendar Year 2025*
3. *Appoint Rachel Pearlman to be the District's Board Secretary for Year 2025*

SUMMARY

According to Section 3.1 of the Policy Manual of the Board of Directors, adopted by Board Resolution 15-04 on December 8, 2004, the Board shall annually elect the Board President and Vice President for each calendar year. Normally this is done in December. By Board policy, the General Manager or his designee shall perform the duties of Treasurer. These appointments will become effective for any meeting held after January 1, 2025.