

REGULAR MEETING OF THE BOARD OF DIRECTORS
Groveland Community Services District

AGENDA
April 10, 2017
10:00 a.m.

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

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Robert Swan, President
Bruce Carter, Vice President
John Armstrong, Director
Maureen Griefer, Director
Scott Wemmer, Director

Public Comment- (3 minutes per person; estimated time required: 10 minutes total)

The public may speak on any item not on the Agenda. We want you to understand that we are listening carefully. However, no action may be taken by the Board. The Board will only hear questions, no responses or answers will be provided. Any item that requires lengthy discussion or Board action shall be submitted in writing to the District Secretary. This will enable the meeting to proceed with decorum, and to facilitate an orderly and respectful business meeting. Thank you.

1. Agenda Approval

Action Items to be Considered by the Board of Directors

2. Consent Calendar

A. Approve Minutes from the March 13, 2017 Regular Board Meeting

3. Consider for Approval System Improvements for the Alternative Water Source Treatment Plant

4. Consider for Approval the Transfer of Fiscal Year 16/17 Other Post-Employment Benefits (OPEB) Contribution to the Restricted Trust Fund

5. Consider for Approval Resolution 2-17, A Resolution of the Board of Directors of Groveland Community Services District Adopting Deeming Certain Vehicles to be Surplus and that in the Best Interest of the District Authorizing Staff to Dispose of these Equipment and Vehicles at Public Action
6. Consider for Approval \$500 Allowance to Park Committee from Government Fund for BBQ Supplies for Playground Fundraiser
7. Consider for Approval Chief Plant Operator In Training and Collections and Distribution System Lead In Training Job Descriptions and Salary Range

Information Items

8. Discuss Preliminary Sewer Collection System Improvement Documents
9. Discuss Revised Park Master Plan
10. Discuss Transferring Funds for Big Creek Clearwell Project into Restricted Reserve
11. Discuss Draft FY 2017-18 District Wide Budget
12. Update on District Grants
13. Update on Sewer Rate Study
14. Ad Hoc Committees Reports
 - A. Board of Director's Policy Manual (Director Swan)
 - B. Equipment Review Committee (Directors Wemmer & Armstrong)
 - C. Survey Committee (Directors Carter & Armstrong)
 - D. Budget Committee (Directors Swan & Grierfer)
 - E. Fire Department (Directors Carter & Armstrong)
 - F. Drought Ordinance Revision Committee (Directors Swan & Wemmer)
 - G. General Manager Recruitment Committee (Directors Carter & Grierfer)
15. Standing Committee Reports
 - A. Park Committee (Directors Wemmer & Grierfer)
 - B. Water Conservation (Directors Swan & Carter)
 - C. Finance Committee (Director Swan & Director Grierfer)
16. Staff Reports
 - A. General Manager's Comments
 - B. Operations and Maintenance
 - C. Admin/Finance
 - a. List of March Payables
17. Recognize Director Carter for his Service to the Groveland Community Services District Board of Directors
18. Director Comments
19. Adjournment

Summary of Guidelines for Public Comments at District Board Meetings
(Excerpt from Exhibit B of Policy Manual for the Board of Directors)

1. Persons wishing to speak on any Agenda Item may be asked to complete a Speaker Request Card to be given to the Board Secretary prior to the meeting, all speakers can remain anonymous.
2. The Presiding Officer will:
 - Announce the Agenda Item
 - Staff will provide a report and any associated recommended actions to be considered by the Board of Directors.
 - Members of the public will be identified by the Presiding Officer and asked to present their comments and submittals
 - The Presiding Officer will close the hearing and bring the issue back to the Directors for discussion and possible action.
3. Oral comments will typically be limited to 3 minutes and must be relevant to the Agenda Item.

California Elections Code Section 18340 states: Every person who, by threats, intimidations, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions is guilty of a misdemeanor.

California Penal Code Section 403 states: Every person who, without authority of law, willfully disrupts or breaks up any assembly or meeting that is not unlawful in its character...is guilty of a misdemeanor.

As presiding officer, the President of the Board has the authority to preserve order at all Board of Director meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.
(Sec. 6 Policy Manual for the Board of Directors)

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)

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
March 13, 2017
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Robert Swan, President, Bruce Carter, Vice President, Maureen Grier, Scott Wemmer, and John Armstrong being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

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

Public Comment

None.

Agenda Approval

Motion

Director Carter moved, seconded by Director Wemmer and the motion passed unanimously to approve the agenda as written.

Information Items

Presentation from Bartle Wells Associates Regarding Sewer Rate Study and Rate Options

Representatives Doug Dove and Paul Flaherty presented the item to the Board. Capital infrastructure replacement schedules and different rate structure scenarios were discussed. A long discussion ensued between the Board, Mr. Dove, Mr. Flaherty, and staff.

Director Carter requested to show rate payers three scenarios:

1. A pay as you go with a fixed rate structure.
2. Debt Funding Scenario.
3. Minimal CIP investment of \$250,000, and what it means in terms of borrowing in the future.

Additionally, the Board requested that the extended forecast be extended out ten more years.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Direct Bartle Wells to Use Fixed Rate Scenarios for the Sewer Rate Study.

Action Items to be Considered by the Board of Directors

Consent Calendar

- A. Approve Minutes from the February 13, 2017 Regular Board Meeting
- B. Approve Minutes from the February 21, 2017 Special Meeting

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the consent calendar as written.

Waive the Second Reading and Adopt Water Ordinance 2-17 Repealing and Replacing Ordinance 2-10 and all Amendments Thereto

Office Manager/District Secretary Jennifer Flores presented the item to the Board. She stated the Board introduced and waived the first reading of the ordinance at their February 13th regular meeting. Staff published the summary of the proposed ordinance in the Union Democrat on March 3rd, 2017. She further stated that the Board was waiving the second reading and adopting Water Ordinance 2-17, and that the new ordinance would become effective 30 days from today's date.

Motion

Director Carter moved, seconded by Director Wemmer, and the motion passed unanimously to Waive the Second Reading and Adopt Water Ordinance 2-17 Repealing and Replacing Ordinance 2-10 and all Amendments Thereto.

Consider for Approval Implementing FY 2016/17 Water Rates as Stipulated in the 2015 Water Rate Analysis Engineer's Report

General Manager Jon Sterling presented the item to the Board. He stated that the 2015 Water Rate Analysis Engineer's Report included a 3% rate increase per year over 5 years. He further stated that the Board does have the ability to adjust the rates as the rate increase was approved using the Prop 218 process.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Implementing FY 2016/17 Water Rates as Stipulated in the 2015 Water Rate Analysis Engineer's Report.

Consider for Approval Implementing Reduced Monthly Water Bond Debt Service Customer Charges

Ms. Flores presented the item to the Board and stated that the agenda item was presented to the Board at their previous meeting as an information item. She further stated that if the Board approved the item, it would reduce the monthly customer charge for the 2013 Water Bond from \$9.83 to \$6.78 and the 2014 Water Bond from \$10.75 to \$8.79, for a total monthly reduction of \$5.02 between the two.

Motion

Director Wemmer moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Implementing Reduced Monthly Water Bond Debt Service Customer Charges.

Consider for Approval Establishing a Restricted Reserve Account for the Enterprise Funds

Mr. Sterling presented the item to the Board. He asked the Board to consider opening a water and sewer enterprise fund restricted reserve account, so that funds for capital infrastructure can be transferred in order to apply for grants. He further stated staff is asking the Board to memorialize this, so the potential for the funds to be redirected by future Boards be lessened.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to Approve Establishing an Enterprise Funds Infrastructure Replacement Restricted Reserve Account.

Consider for Approval Setting the Salary Range and Benefit Package for General Manager Recruitment Process

Mr. Sterling presented the item to the Board. He stated that the Board cannot set or consider salary range at Special Meetings. Staff discovering this error immediately contacted BHI to withhold the announcement until the Board could place the item on a regular meeting agenda. A long discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Setting the Salary Range for Prospective General Manager Candidates to \$115,000-130,000 per year plus Benefits to be Negotiable.

Information Items

Discuss Big Creek Pump Station Clearwell Rehabilitation Bid Documents

Mr. Sterling presented the item to the Board. He stated that the District is in receipt of proposed bid documents for the Big Creek Pump Station project, and the engineer's estimate is an anticipated \$550,000, but that this amount does not address any structural repairs. Exterior coating is estimated to be an additional \$265,000, and estimated structural repairs are estimated to be \$150,000. A long discussion ensued between the Board and staff.

Staff Update on District Grants

Mr. Sterling reported:

LS 16 Big Oak Flat: Project is near 100% completion and that a \$100,000 dollars is still available. Staff is going back to Department of Water Resources to ask that those funds be used to camera the force main.

Downtown Groveland/ Big Oak Flat Sewer Main Rehabilitation/Replacement: The District is still waiting for a response from Fish and Game in order to proceed.

KaBoom: Ms. Flores stated that staff visited Tenaya Elementary School where the students voted and chose the playground design to be constructed in Mary Laveroni Park. She further stated that she completed writing the surfacing grant and will be sending it out this week to the Sonora Area Foundation.

Ad Hoc Committees Reports

- A. **Board of Director's Policy Manual (Director Swan)**
No report.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**
No report.
- C. **Survey Committee (Directors Carter & Armstrong)**
Director Carter asked staff to continue to collect surveys until the end of the March.
- D. **Budget Committee (Directors Swan & Grier)**
Mr. Sterling stated staff is in the process of updating budget numbers and a meeting will be scheduled before the next regular meeting.

- E. **Fire Department (Directors Carter & Armstrong)**
Director Carter stated committee members were shown the construction drawings for the last station Cal Fire built near Georgetown.
- F. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
No report.
- G. **General Manager Recruitment Committee (Directors Carter & Grier)**
No report.

Standing Committee Reports

- A. **Park Committee (Directors Wemmer & Grier)**
Director Wemmer stated the new park fees were discussed with the Chamber. Mr. Sterling stated the snack shack has been demolished. Mr. Sterling suggested that the agreement of the charging station should be between the Historical Society and Charge Point.
- B. **Water Conservation (Directors Swan & Carter)**
Director Swan stated he would not be in attendance for the next meeting.
- C. **Finance Committee (Director Swan & Director Grier)**
Mr. Sterling stated the next meeting will be set the first week of May.

Staff Reports

- A. **General Manager's Comments**
Mr. Sterling stated that the District has replaced the pontoon boat used to inspect and service the collection system that's on the lake, and staff has received two quotes to add an additional filter media at AWS, and both are around \$67,000.
- B. **Operations and Maintenance**
Mr. Sterling reported that Reservoir 2 has lowered, and staff has been aggressively irrigating. The District used 4% more water in February, than in 2013, and staff reported over 600,000 gallons of water was wasted due to homeowner water breaks. A conversation occurred between the District and PML, regarding the permanent installation of AWS, and they were open to the topic.
- C. **Admin/Finance**
 - a. **List of February Payables**
Ms. Flores presented the item to the Board. She stated the Board vacancy information has been posted to the web and the local papers, and that a candidate forum will be held the week of April 24th.

The candidate forum was scheduled for Monday April 24th at 10am, and will be held at the District office.

Director Comments

Director Armstrong thanked everyone for their hard work.

Director Grier thanked staff for the hand delivery of the Board packet.

Adjournment

Motion

Director Swan moved, seconded by Director Carter, and the motion passed unanimously to adjourn the meeting at 12:31 pm.

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

DRAFT

AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: GCSD Staff

DATE: April 10, 2017

SUBJECT: Consider for Approval the transfer of Fiscal Year 16/17 Other Post-Employment Benefits (OPEB) Contribution to the Restricted Trust Fund

SUMMARY

The District's Board of Directors established a Restricted Trust Fund to pay for the costs of Other Post-Employment Benefits in June 2014 to address what previously was an unfunded liability. Within the approved 2016/17 Operating Budgets the Board previously approved the transfer of \$103,000 from the Water Enterprise Fund and \$77,250 from the Sewer Enterprise Fund for this obligation. In the District's commitment to transparency, staff is bringing this funding obligation to the attention of the Board to enable the Board the opportunity for any discussion.

RECOMMENDED ACTION

Direct Staff to transfer funds in the amount of \$180,250 to the OPEB Restricted Trust Fund prior to June 1 2016.

AGENDA SUBMITTAL

TO: GCS D Board of Directors
FROM: GCS D Staff
DATE: April 10, 2017
SUBJECT: Adopt Resolution 2-17 Deeming Certain Equipment and Vehicles to be Surplus and that in the Best Interest of the District Authorizing Staff to Dispose of these Equipment and Vehicles at Public Action

SUMMARY

Certain equipment and vehicles owned by the District have reached or exceeded their useful lives. This equipment/vehicle and their associated estimated values include:

Vehicles:

1997 Ford F350 4x4	\$300.00
2004 Chevy 1500	\$1,000.00

Equipment:

Presto 3000 lb. Pallet Jack	\$25.00
Sand Blaster (No Manufacturer Info)	\$25.00
Monarch 1944 Metal Lathe	\$200.00
Katolight Generator 90kw 277/480 volt	\$100.00
Avaya Phone System	\$25.00

Staff recommends that the identified surplus equipment and vehicles be advertised for sale at a silent bid public auction, per Government Code Section 25363, and that the proceeds be placed in the District's Capital Reserve Fund.

ATTACHMENTS

1. Resolution 2-17 Deeming Certain Equipment and Vehicles to be Surplus and that in the best interest of the District, Authorize Staff to sell these Equipment and Vehicles at a Public Auction

FINANCIAL IMPACT & CONSIDERATION

The identified equipment and vehicles will be removed from the District's list of assets. Proceeds will be placed in the appropriate capital reserve fund to help offset the cost of the new equipment and vehicles that were purchased to replace the surplus equipment and vehicles.

RECOMMENDED ACTION

1. **Adopt Resolution 2-17 Deeming Certain Equipment and Vehicles to be Surplus and that in the Best Interest of the District Authorizing Staff to Dispose of these Equipment and Vehicles at Public Action.**

RESOLUTION NO. 2-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GROVELAND
COMMUNITY SERVICES DISTRICT ADOPTING DEEMING CERTAIN
VEHICLES TO BE SURPLUS AND THAT IN THE BEST INTEREST OF
THE DISTRICT AUTHORIZING STAFF TO DISPOSE OF THESE
EQUIPMENT AND VEHICLES AT PUBLIC ACTION**

WHEREAS, the Board of Directors of Groveland Community Services District has decided to sell surplus equipment which is no longer being used by the District; and

WHEREAS, the District has the power to acquire, convey, and dispose of surplus personal property for the benefit of the District pursuant to Government Code Section 61060(d); and

WHEREAS, surplus personal property that has a value in excess of \$500.00 may be sold at public auction and conveyed to the highest bidder for cash pursuant to Government Code Section 25363; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Groveland Community Services District hereby declares the attached list of equipment to be surplus and that it is in the best interest of the District to sell said equipment at public auction.

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Groveland Community Services District this 10th day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Robert Swan, President

Jennifer Flores, Board Secretary

AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: GCSD Staff

DATE: April 10, 2017

**SUBJECT: Consider for Approval \$500 Allowance to Park Committee from
Government Fund for BBQ Supplies for Playground Fundraiser**

SUMMARY

The Park Committee would like to hold a BBQ fundraiser at Mary Laveroni Park on Saturday, July 15th to raise additional funds to go towards the Playground Project. The committee is requesting a \$500 allowance to come from the Government Fund to purchase food and supplies for the event.

RECOMMENDED ACTION

Approve \$500 Allowance to the Park Committee from the Government Fund to Purchase BBQ Supplies for Playground Fundraising Event

AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: GCSB Staff

DATE: April 10, 2017

**SUBJECT: Consider for Approval Chief Plant Operator In Training and
Collections and Distribution System Lead In Training Job
Descriptions and assigned Salary Schedule**

SUMMARY

The District has been attempting to recruit senior level Operations and Maintenance staff for over two years and has been unsuccessful. To address these critical positions needed, before the Board today is "In Training" job descriptions for a Chief Plant Operator and a C&D Lead. Having these "In Training" positions would allow the District to assign qualified existing staff to a specific twelve month training program and upon completion this would satisfy the Districts required certified operator's regulatory compliance needs. These "In Training" positions would be advertised in house and interested existing staff members who qualify will be encouraged to apply for this twelve month program.

Attachments:

1. Water and Waste Water Treatment Operator III Chief Plant Operator In Training
2. Collections Distribution System Operator III Lead In Training Job Descriptions
3. Revised District Salary Schedule

RECOMMENDED ACTION

Approve Water and Waste Water Treatment Operator III Chief Plant Operator In Training and Collections and Distribution System Operator III Lead In Training Job Descriptions with Salary Schedule

COLLECTIONS AND DISTRIBUTION SYSTEM OPERATOR LEAD IN TRAINING (C&DSO LEAD IT)

General Description:

Appointed at the discretion of the General Manager, under direction of the Operations and Maintenance Manager and/or General Manager, C&DSO Lead In Training is a career path that allows the District to promote from existing staff for future staff responsibilities. To be eligible for this assignment, the appointed candidate must be able to meet the minimum qualifications and required certifications of a Collections and Distribution System Operator Lead within twelve months of appointment. The candidate appointed to this position operates, repairs and maintains the District's water and waste water distribution and collections facilities, including water treatment and distribution systems, waste water treatment facilities, lift stations and underground infrastructure; reads and interprets charts and meter readings for analyzing the efficiency of plant and station operations; maintains chemical inventory; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, pumping and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Assist in developing Annual Operating budgets
- Produce work related reports and making presentations to District staff and Board of Directors
- Participate in local and regional organizations meetings, trainings and prepare written reports
- Participate on District Ad-Hoc/Standing Committees
- Assist with the preparation and updating of annual reports- ie Strategic Plan, Urban Water Management Plan, Sanitary Sewer Maintenance Plan
- Assist in preparing Grant funding applications
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc. assist district treatment staff to maintain water and waste water quality standards to meet regulatory compliance standards.

- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper distribution and collection system operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Training of C&D I/II/III candidates
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required system reports. Performs maintenance on facilities and grounds.
- Assist in maintaining District SCADA system and record keeping
- Inputs data into computer to develop database for generating plant and system operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment systems plants and facilities.
- Journey Level knowledge of Water and Waste Water system methods, principles, and practices.
- Journey Level Knowledge of repair and replacement of underground infrastructure
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant and system measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.

- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpret results to make adjustments to plant and system operations.
- Operate District Treatment facilities in Manual Mode.
- Supervise and Train subordinate staff members, perform annual performance evaluations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- The ability to work independently with little direct supervision.
- Use proper safety precautions in working with chemicals.
- Perform standard and complex water and waste water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping, electrical, collections and distribution diagrams.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work. Respond to Customer complaints/inquiries. Maintain relationship with State and Federal regulatory officials.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.
- Operate a variety of Heavy Equipment used for the repair and maintenance of system infrastructure

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment. Manual labor.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space, excavation sites; heights, such as ladders,

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification- Within twelve months of assignment be able to meet the following:

- High school diploma or general education degree (GED)
- Must possess a valid Grade II Water Treatment Plant Operator's Certificate issued by the California Department of Public Health within 12 months of appointment. Must possess a Grade III Distribution Certificate issued by the California Department of Public Health
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment
- Must obtain CWEA Collection system Operator III within 24 months of assignment
- Must Obtain and maintain Backflow Prevention Device Testers Certification within 12 months of assignment
- Must participate in annual supervisors training
- Must obtain and maintain California Commercial Drivers "A" License

Experience:

Forty Eight Months experience in the operation of water and waste water treatment plants and systems

Advancement in Range:

As this is a twelve month maximum assignment the C&D Lead IT position is not assigned a Advancement in Range schedule. Upon satisfactory completion of obtaining required experience and certification for the C&D Lead the C&D Lead IT IT will be advanced into the Job description and Pay Range of the C&D Lead. If the appointed C&D IT is not successful in obtaining required certification and experience within the allotted 12 month time frame the candidate will be returned to the position and pay scale held at the original time of appointment.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

WATER AND WASTE WATER TREATMENT OPERATOR III, CHIEF PLANT OPERATOR IN TRAINING(WWWTO III CPOIT)

General Description:

Appointed at the discretion of the General Manager under direction of the Operations and Maintenance Manager and/or General Manager, the Chief Plant Operator In Training is a career path that allows the District to promote from existing staff for future staff responsibilities. To be eligible for this assignment the appointed candidate must be able to meet the minimum qualifications and required certifications of Water and Waste Water Treatment Operator III Chief Plant Operator (WWWTO III CPO) within twelve months. The appointed candidate while serving in this capacity will perform duties associated with the District's treatment facilities, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required. Compiles and submits monthly, quarterly and annual reports to regulatory agencies. Maintains systems Regulatory Compliance.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Produce work related reports and making presentations to District staff and Board of Directors
- Participate in local and regional organizations meetings, trainings and prepare written reports
- Participate on District Ad-Hoc/Standing Committees
- Assist with the preparation and updating of annual reports-ie Strategic Plan, Urban Water Management Plan
- Assist in preparing Grant funding applications
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Supervision of and Training of WWWTO I/II/III staff members

- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties
- Backwashes filters
- Changes recording charts as required
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds
- Assist in maintaining District SCADA system and record keeping
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work
- Practices and ensures adherence to District and OSHA plant safety procedures

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Micro Filtration
- Extended Aeration Activated Sludge treatment process
- Journey Level knowledge Water and Waste Water treatment methods, principles, and practices.
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems
- Read plant measurements and recording equipment, interpret results to make adjustments to plant operations
- Operate District Treatment facilities in Manual Mode
- Troubleshoot, diagnose, and correct a variety of operating problems
- The ability to work independently with little direct supervision
- Use proper safety precautions in working with plant chemicals
- Perform standard water and waste water quality tests
- Maintain and update plant records and logs
- Read and interpret plant piping and distribution diagrams
- Understand and carry out oral and written directions
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work. Respond to Customer complaints/inquiries as assigned
- Read and write at the level required for successful job performance
- Perform algebraic and geometrical calculations
- Perform metric conversions

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification- Within twelve months of assignment be able to meet the following:

- High school diploma or general education degree (GED)
- Must possess a valid Grade III Water Treatment Plant Operator's Certificate issued by the California Department of Public Health. Must possess a valid Waste Water Treatment Operator III Certificate issued by the California State Water Resource Control Board.
- Must possess a Grade III Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment

Experience:

Thirty Six Months experience in the operation of water and waste water treatment plants and related facilities

Advancement in Range:

As this is a twelve month maximum assignment the WWTO III CPO IT position is not assigned an Advancement in Range schedule. Upon satisfactory completion of obtaining required experience and certification for the WWTO III CPO the WWTO III CPO IT will be advanced into the Job description and Pay Range of the WWTO III CPO. If the appointed WWTO III CPO IT is not successful in obtaining required certification and experience within the allotted 12 month time frame the candidate will be returned to the position and pay scale held at the original time of appointment.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

GCSD Wage Ranges
C and C Schedule
FY 2016-17
(Approved 10/19/2016; Revised 4/10/2017)

		Step A	Step B	Step C	Step D	Step E
NON-EXEMPT POSITIONS						
Finance Clerk	Annual	51,126.40	55,036.80	58,947.20	62,857.60	66,768.00
	BiWeekly	1,966.40	2,116.80	2,267.20	2,417.60	2,568.00
	Hourly	24.58	26.46	28.34	30.22	32.10
Office Clerk	Annual	37,024.00	39,000.00	40,976.00	42,952.00	44,928.00
	BiWeekly	1,424.00	1,500.00	1,576.00	1,652.00	1,728.00
	Hourly	17.80	18.75	19.70	20.65	21.60
Admin Services Tech	Annual	39,956.80	42,993.60	46,030.40	49,067.20	52,104.00
	BiWeekly	1,536.80	1,653.60	1,770.40	1,887.20	2,004.00
	Hourly	19.21	20.67	22.13	23.59	25.06
Maintenance Mechanic I	Annual	32,302.40	34,153.60	36,004.80	37,856.00	39,707.20
	BiWeekly	1,242.40	1,313.60	1,384.80	1,456.00	1,527.20
	Hourly	15.53	16.42	17.31	18.20	19.10
Maintenance Mechanic II	Annual	44,324.80	46,883.20	49,441.60	52,000.00	54,558.40
	BiWeekly	1,704.80	1,803.20	1,901.60	2,000.00	2,098.40
	Hourly	21.31	22.54	23.77	25.00	26.21
Maintenance Mechanic III	Annual	57,678.40	60,985.60	64,292.80	67,600.00	70,907.20
	BiWeekly	2,218.40	2,345.60	2,472.80	2,600.00	2,727.20
	Hourly	27.73	29.32	30.91	32.50	34.09
Distribution/ Collection System Operator I	Annual	33,945.60	35,900.80	37,856.00	39,811.20	41,766.40
	BiWeekly	1,305.60	1,380.80	1,456.00	1,531.20	1,606.40
	Hourly	16.32	17.26	18.20	19.14	20.08
Distribution/ Collection System Operator II	Annual	44,345.60	46,883.20	49,420.80	51,958.40	54,496.00
	BiWeekly	1,705.60	1,803.20	1,900.80	1,998.40	2,096.00
	Hourly	21.32	22.54	23.76	24.98	26.21
Distribution/ Collection System Operator III	Annual	55,307.20	57,678.40	60,049.60	62,420.80	64,792.00
	BiWeekly	2,127.20	2,218.40	2,309.60	2,400.80	2,492.00
	Hourly	26.59	27.73	28.87	30.01	31.15
C&D Lead in Training (12 Month Assignment)	Annual	54,516.80				
	BiWeekly	2,096.80				
	Hourly	26.21				
C&D Lead	Annual	58,052.80	60,548.80	63,044.80	65,540.80	67,992.00
	BiWeekly	2,232.80	2,328.80	2,424.80	2,520.80	2,616.80
	Hourly	27.91	29.11	30.31	31.51	32.71
Water/Wastewater Treatment Operator I	Annual	35,484.80	37,523.20	39,561.60	41,600.00	43,638.40
	BiWeekly	1,364.80	1,443.20	1,521.60	1,600.00	1,678.40
	Hourly	17.06	18.04	19.02	20.00	20.96
Water/Wastewater Treatment Operator II	Annual	46,342.40	49,001.60	51,660.80	54,320.00	56,979.20
	BiWeekly	1,782.40	1,884.64	1,987.20	2,089.60	2,192.00
	Hourly	22.28	23.56	24.84	26.12	27.38
Water/Wastewater Treatment Operator III	Annual	57,553.60	60,840.00	64,126.40	67,412.80	70,700.00
	BiWeekly	2,213.60	2,340.00	2,466.40	2,592.80	2,720.00
	Hourly	27.67	29.25	30.83	32.41	34.00
Chief Plant Operator In Training (12 Month Assignment)	Annual	54,329.60				
	BiWeekly	2,089.60				
	Hourly	26.12				
Chief Plant Operator	Annual	63,294.40	66,913.60	70,532.80	74,152.00	77,771.20
	BiWeekly	2,434.40	2,573.60	2,712.80	2,852.00	2,991.20
	Hourly	30.43	32.17	33.90	35.63	37.40
EXEMPT POSITIONS						
Office Manager/ District Secretary (Exempt)	Annual	58,052.80	59,508.80	60,964.80	62,420.80	63,876.80
	BiWeekly	2,232.80	2,288.80	2,344.80	2,400.80	2,456.80
	Hourly	27.91	28.61	29.32	30.02	30.72
O&M Manager (Exempt)	Annual	69,992.00	71,739.20	73,486.40	75,233.60	76,980.80
	BiWeekly	2,692.00	2,759.20	2,826.40	2,893.60	2,960.80
	Hourly	33.65	34.49	35.33	36.17	37.00
General Manager (Contract)	Annual	135,000.00				
	BiWeekly	5,192.31				
	Hourly	64.90				

AGENDA SUBMITTAL

To: GCSD Board of Directors
From: GCSD Staff
Date: April 10, 2017
Subject: Discuss Preliminary Sewer Collection System Improvement Documents

Summary

Our contract District Engineer has completed the draft assessment for the necessary repairs/rehabilitation of the Groveland/Big Oak Flat Collection system which has been submitted to the state for review. A summary of the critical areas in need of repair/rehabilitation are attached. The engineers estimate is 2.7 million for this work. Staff is reviewing the video footage from the project as we believe there are additional areas in need of rehabilitation that would qualify under the grant and it is our intent to receive the maximum in grant funding. We are still awaiting the final response from the Department of Fish and Game to finalize any required permits. Staff anticipates a final draft for the Board to review available at the May Board meeting.

4.3.3. Cost Estimates

This section provides opinions of probable construction costs for the proposed improvements for Alternative II. A discussion about anticipated changes in annual O&M costs is also included at the end of this section.

4.3.3.1. Construction

Table 4-2 provides an opinion of probable construction costs for the CIPP rehabilitation of sewer mains that cross creeks. Unit costs for rehabilitation were obtained from reputable CIPP contractors and include the costs of traffic control, bypass, cleaning, pre-installation CCTV, robotic restoration of laterals, and post-installation CCTV.

Table 4-2 Alternative II: Sewer Rehabilitation – Opinion of Probable Construction Costs

From	To	Diameter (in)	Length (ft)	Unit Cost (\$/ft)	Total (\$)
MH-62	MH-61	8	143	\$345	\$49,335
MH-60	MH-59	8	194	\$345	\$66,930
MH-37	MH-36	6	213	\$320	\$68,160
MH-53	MH-36	6	68	\$320	\$21,760
ME-42	MH-41	6	43	\$320	\$13,760
MH-30	MH-29	6	170	\$320	\$54,400
MH-3	FB-25	6	134	\$320	\$42,880
MH-4	MH-3	6	144	\$320	\$46,080
FB-36	MH-75	6	275	\$320	\$88,000
MH-75	MH-73	6	206	\$320	\$65,920
MH-72	FB-38	6	87	\$320	\$27,840
MH-2009	MH-2008	6	75	\$320	\$24,000
MH-76	MH-100	6	59	\$320	\$18,880
Total			1,811	-	\$587,945

Table 4-3 provides an opinion of probable construction costs for the replacement of the deteriorated and/or sagging sewer mains. Unit costs for rehabilitation include the costs of traffic control, bypass, trench excavation and backfill, new pipe and surface restoration. The cost of replacing the two 8" diameter segments was increased to account for the deeper depths and uneven terrain in those areas.

Table 4-3 Alternative II: Sewer Replacement – Opinions of Probable Construction Costs

From	To	Diameter (in)	Length (ft)	Unit Cost (\$/ft)	Total (\$)
MH-2007	MH-2006	8	202	\$1,000	\$202,000
MH-2004	MH-2003	8	206	\$1,000	\$206,000
MH-49	FB-6	6	352	\$390	\$137,280
MH-33	MH-1A	6	340	\$390	\$132,600
FB-25	MH-2	6	115	\$390	\$44,850
MH-97	MH-96	6	100	\$390	\$39,000
MH-100	MH-101	6	65	\$390	\$25,350
MH-101	MH-101A	6	93	\$390	\$36,270
FB-22	MH-21	6	154	\$390	\$60,060
MH-15	MH-10	6	170	\$390	\$60,060
MH-10	MH-9	6	52	\$390	\$20,280
MH-12	MH-9	6	152	\$390	\$59,280
Total			1,473	-	\$1,029,270

Table 4-4 shows the costs of the new manhole. The unit costs for new manholes includes the costs of traffic control, excavation, shoring, installation of new manhole barrel and cover, backfill and compacting and surface restoration.

Table 4-4 New Manholes – Opinion of Probable Construction Costs

Manhole #	Diameter (in)	Approximate Depth (ft)	Pipe Size (in)	Unit Cost (\$/ft)	Total (\$)
MH-124	48"	4.75	6	\$2,000	\$9,500
Total					\$9,500

Table 4-5 shows the costs of manhole rehabilitation. The unit costs assume a multi-layer coating consisting of a sprayable restoration mortar and a high build solids epoxy coating. The costs include traffic control, confined space entry requirements, surface preparation, and coating application.

Table 4-5 Existing Manhole Rehabilitation – Opinions of Probable Construction Costs

Manhole #	Diameter (in)	Pipe Size (in)	Approximate Depth (ft)	Unit Cost (\$/ft)	Total (\$)
MH-122	48	6	6	\$1,200	\$7,200
MH-121	48	6	4.5	\$1,200	\$5,400
MH-120	48	6	4.25	\$1,200	\$5,100
MH-119	48	6	4.5	\$1,200	\$5,400
MH-118	48	6	4.5	\$1,200	\$5,400
MH-117	48	6	4.75	\$1,200	\$5,700
MH-116	48	6	4.5	\$1,200	\$5,400

Manhole #	Diameter (in)	Pipe Size (in)	Approximate Depth (ft)	Unit Cost (\$/ft)	Total (\$)
MH-115	48	6	4.25	\$1,200	\$5,100
MH-114	48	6	4.25	\$1,200	\$5,100
MH-113	48	6	4	\$1,200	\$4,800
MH-112	48	6	4.25	\$1,200	\$5,100
MH-111	48	6	4.5	\$1,200	\$5,400
MH-110	48	6	5.25	\$1,200	\$6,300
MH-109	48	6	4.75	\$1,200	\$5,700
MH-108	48	6	4.5	\$1,200	\$5,400
MH-106	48	6	5	\$1,200	\$6,000
MH-105	48	6	5.25	\$1,200	\$6,300
MH-104	48	6	4.25	\$1,200	\$5,100
MH-103	48	6	4.75	\$1,200	\$5,700
Total					\$105,600

Table 4-6 shows an opinion of probable construction costs for miscellaneous sewer improvements. The costs for the miscellaneous improvements are estimated based on the scope of each improvement.

Table 4-6 Miscellaneous Sewer Improvements – Opinion of Probable Construction Costs

Description	Total (\$)
Spot Repair Between MH-29 and MH-30	\$30,000
Spot Repair Between MH-104 and FB-17	\$30,000
New Sealing Manhole Lids (3 sealing lids @ \$3,000/lid)	\$9,000
New Locking Manhole Lids (14 locking lids @ \$3,000/lid)	\$42,000
Raising Manholes to Existing Grade (2 manholes @ \$4,000/manhole)	\$8,000
Total	\$119,000

Table 4-7 contains a summary of the opinions of probable construction costs presented above. The estimated costs for the proposed improvements include estimated construction costs, engineering fees and a 25 percent contingency.

Table 4-7 Alternative II: Summary of Construction Costs

Item	Total (\$)
Sewer Rehabilitation	\$587,945
Sewer Replacement	\$1,029,270
New Manholes	\$9,500
Existing Manhole Rehabilitation	\$105,600
Miscellaneous Sewer Improvements	\$119,000
Subtotal	\$1,851,315
Contingency (25%)	\$462,829
Facilities Design (10%)	\$185,132
Construction Management (10%)	\$185,132
Administration (5%)	\$92,566
Total Project Cost	\$2,776,973

4.3.3.2. Annual O&M

The proposed Sewer Collection System Improvement project is a capital improvements project. It does not include new mechanical equipment. The only maintenance required for the proposed improvements will consist of conventional maintenance of a sewer collection system. It is noted that conventional and customary maintenance of the sewer collection system will decrease from current levels, due to the rehabilitation of mains with interior liners and replacement of mains that require frequent flushing. The rehabilitated sewer system will need less maintenance in comparison.

Other Savings associated with sewer rehabilitation include the reduction in treatment and O&M costs at the WWTP as a consequence of the reduction of I/I flows. In addition to treatment cost savings, energy costs associated with pumping will also be reduced due to the reduced flow volume. Annual O&M Costs are estimated to be \$45,000. This estimate includes \$1 per linear foot for flushing and other general maintenance, with an additional \$10,000 for minor repairs.

4.4. Alternative III - Trenchless Methods

Where applicable, Alternative III would utilize trenchless sewer rehabilitation techniques in lieu of conventional replacement methods. Trenchless sewer rehabilitation techniques offer a method of correcting pipe deficiencies that requires less restoration and causes less disturbance and environmental degradation than the conventional construction method. The most common trenchless sewer rehabilitation methods are Pipe Bursting and Cured-In-Place Pipe (CIPP).

4.4.1. Pipe Bursting

Pipe bursting is a method by which the existing pipe is forced outward and opened by a bursting tool. In pipe bursting the existing pipe is used as a guide for inserting the expansion head (part of the bursting tool). The expansion head, typically pulled by a cable rod and winch, increases the area available for the new pipe by pushing the existing pipe radially outward until it cracks. The bursting device pulls the new pipeline behind itself.