



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

November 10, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District office is open to the public at this time from 9am to 4:30pm Monday through Thursday and 9am to 4pm on Friday (Closed between 12pm-2pm).
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jennifer Flores, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or jflores@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

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

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

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



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

TELECONFERENCE AGENDA

November 10, 2020

10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

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

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

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

B. Proclamations

- i. Recognition of Debbie Percoco for her 10 Years of Service to the Groveland Community Services District
- ii. Recognition of Andrew Marshall for his Promotion to C&D Lead

4. Consent Calendar

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

- A. Approve Minutes from the October 13, 2020 Regular Meeting
- B. Approve Minutes from the October 27, 2020 Special Meeting
- C. Accept October 2020 Payables
- D. Approval of the General Manager's Performance Objectives as Presented and Discussed During the October 27, 2020 Board Workshop
- E. Approval of the Excellence in Board Governance Program and Schedule Discussed During the October 27, 2020 Board Workshop

- F. Resolution Accepting an Exclusive Sewer Easement Grant Deed from Munir Jared and Saima Javed, APN 091-250-014-000
- G. Waive Reading of Ordinances and Resolutions Except by Title

5. Old Business

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

- A. Discussion of Options to Provide Law Enforcement within the District Boundaries

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. Authorization to Submit an Application to Cal OES for the Special District Power Resiliency Grant Program and Authorize the General Manager to Sign the Application, Related Agreements and Certifications
- B. Adoption of a Resolution Approving the Revised Cooperative Fire Protection Agreement Between the District and CAL FIRE, Removing the Amador Plan Funding Requirements and Authorizing the General Manager to Sign
- C. Adoption of a Resolution Approving an Updated and Amended Miscellaneous Fee Schedule Adding Fees and Deposits Related to the District Encroachment Permit Process
- D. Consideration of Authorization to Negotiate a Scope of Work and Fee with NBS Government Finance for the Preparation of the Analysis, Reports and Documentation Necessary for the Formation of a Community Facilities District for New Development within the District
- E. Adoption of a Resolution Adopting the 2016 Tuolumne-Stanislaus Integrated Regional Water Management Plan
- F. **TIMED AGENDA ITEM, TO BE PRESENTED AT 11:00AM** - Presentation of the District's Audited Financial Statements for Fiscal Year 2019/20 by Gilbert and Associates

7. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report

November 10, 2020

To: Board of Directors

From: Andy Murphy, Assistant Chief
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – October 1, 2020 to October 31, 2020

Operations:

Emergency Incident Response:

On October 1, 2020 Groveland Fire responded to a smoke check in the area of Pine Mountain Lake Drive and Ridgecrest Way. Upon arrival, crews found billowing white smoke coming from a burn barrel at 20000 block of Pine Mountain Drive. The responsible party was cleaning up the area and burning the pine needles. Firefighter's advised the person that burn barrels are illegal in Tuolumne County and burning during burning suspension is not permitted. They extinguished the debris fire preventing any spread. The cause of the fire is intentional debris burning in a barrel.

On October 16, 2020 CAL FIRE and Groveland Fire units responded to a reported vegetation fire in the area of Second Garrotte Ridge Road and Merrell Road. Fire units had difficulty locating the fire due to heavy smoke in the area. They were able to narrow down the location from the reporting party and found a 20' x 20' burn pile smoldering at 19188 Second Garrotte Ridge Road. Fire crews quickly extinguished the fire preventing any further extension into the wildland. The cause of the fire is currently under investigation.

On October 27, 2020 CAL FIRE and Groveland Fire responded to a reported extinguished structure fire at 18763 Foote Street. Upon arrival, there was no smoke or fire visible coming from the structure. After further investigation, fire crews located an extinguished fire on the exterior siding of the home that had been extinguished by the resident. Fire crews mopped up and with the thermal imaging camera checked for extension. The cause of the fire is improper disposal of hot ashes.

Apparatus and Equipment:

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

Engine 783 was placed in service and Engine 788 is no longer in service.

Training:

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

- Area Orientation
- Multi-purpose Device (MPD)
- Hose Loads
- Hose Deployment and Management
- Automatic Vehicle Location (AVL)
- Vegetation Management Plan (VMP)
- Emergency Evacuation Pre-planning
- New Scott Self-Contained Breathing Apparatus

Public Education:

Groveland Fire participated in the Annual Trunk or Treat festivities while maintaining social distancing on Halloween night. Children of all ages were provided a safe area to trick or treat in downtown Groveland. Our firefighters provided candy to the costumed Trick or Treaters and the fire engine was on display to show the equipment carried and capabilities. Everyone had a great time with no incidents.

Grants:

The FEMA Assistance to Firefighters Grant of 2019 in the amount of \$554,091 awarded 96 Self-Contained Breathing Apparatus' (SCBA) to GCSD, County Fire, and Jamestown FPD. This month the SCBAs were placed into service. Groveland Fire has received (12) brand new Scott X3, 4500 psi, (12) AV 3000 masks, and (24) 4500 psi carbon wrapped spare bottles. The FEMA AFG Grant was written by Fire Captain Travis Chunn. All SCBA's are now up to current NFPA 1981 standards. The awarded grant value to the GCSD was over \$75,000 in which the District was required to pay 10%, and allows the seamless use with CAL FIRE, which has had these same SCBAs since 2018. The cooperative agreement with CAL FIRE allowed us to utilize the State contract pricing, which ultimately resulted in a savings of over \$250,000 on the total cost of all 96 SCBAs.



MONTH - October 2020

STATION 78

Alarm Sounding	1
Odor Investigation	1
Debris Fire	1
Medical Aid	33
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	6
Smoke Check	1
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	1
Vehicle Accident	4
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	49



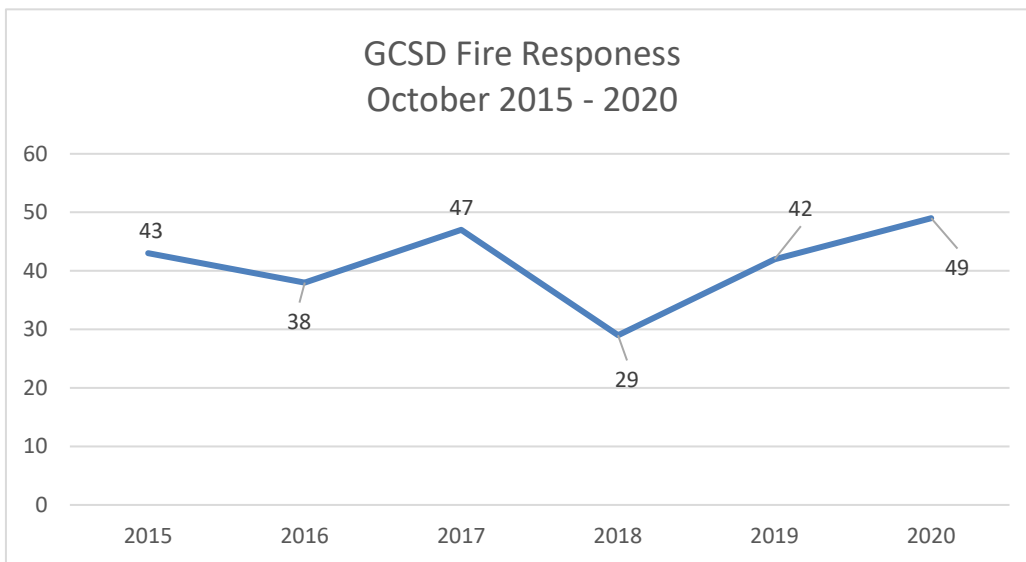
Auto Aid	Given
Tuolumne County	3

(46 calls in GCSD district, 3 calls in Tuolumne County)

January 1, 2020 through October 31, 2020 = 502 incidents.

January 1, 2019 through October 31, 2019 = 474 incidents.

Last Call Logged Run # TCU 012440





BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 3Aii. General Manager's Report

RECOMMENDED ACTION:

Staff recommends the following action:

Discussion item only, no action required at this time.

ATTACHMENTS:

1. Introduction Flyer for the Community Emergency Response Team (CERT)
2. Tri Fold Flyer for the Groveland Area Community Emergency Response Team (CERT)



About Community Emergency Response Team

Introduction

Following a major disaster, first responders who provide fire and medical services will not be able to meet the demand for these services. Factors such as number of victims, communication failures and road blockages will prevent people from accessing emergency services they have come to expect at a moment's notice through 911. People will have to rely on each other for help in order to meet their immediate life saving and life sustaining needs.

One also expects that under these kinds of conditions, family members, fellow employees and neighbors will spontaneously try to help each other. This was the case following the Mexico City earthquake where untrained, spontaneous volunteers saved 800 people. However, 100 people lost their lives while attempting to save others. This is a high price to pay and is preventable through training.

If we can predict that emergency services will not meet immediate needs following a major disaster, especially if there is no warning as in an earthquake and people will spontaneously volunteer, what can government do to prepare citizens for this eventuality?

First, present citizens the facts about what to expect following a major disaster in terms of immediate services. Second, give the message about their responsibility for mitigation and preparedness. Third, train them in needed life saving skills with emphasis on decision making skills, rescuer safety and doing the greatest good for the greatest number. Fourth, organize teams so that they are an extension of first responder services offering immediate help to victims until professional services arrive.

Background

The Community Emergency Response Team (CERT) concept was developed and implemented by the Los Angeles City Fire Department (LAFD) in 1985. The Whittier Narrows earthquake in 1987 underscored the area-wide threat of a major disaster in California. Further, it confirmed the need for training civilians to meet their immediate needs. As a result, the LAFD created the Disaster Preparedness Division with the purpose of training citizens and private and government employees.

The training program that LAFD initiated makes good sense and furthers the process of citizens understanding their responsibility in preparing for disaster. It also increases their ability to safely help themselves, their family and their neighbors. The Federal Emergency Management Agency (FEMA) recognizes the importance of preparing citizens. The Emergency Management Institute (EMI) and the

National Fire Academy adopted and expanded the CERT materials believing them applicable to all hazards.

The CERT course will benefit any citizen who takes it. This individual will be better prepared to respond to and cope with the aftermath of a disaster. These groups can provide immediate assistance to victims in their area, organize spontaneous volunteers who have not had the training and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster. Since 1993 when this training was made available nationally by FEMA, communities in 28 states and Puerto Rico have conducted CERT training.

Delivery

The CERT course is delivered in the community by a team of first responders who have the requisite knowledge and skills to instruct the sessions. The following sessions must all be covered in a basic CERT class taught by qualified instructors.

- Session I, DISASTER PREPAREDNESS: Addresses hazards to which people are vulnerable in their community. Materials cover actions that participants and their families take before, during and after a disaster. The CERT concept and organization are discussed as well as applicable laws governing volunteers in that jurisdiction.
- Session II, DISASTER FIRE SUPPRESSION: Briefly covers fire chemistry, hazardous materials, fire hazards and fire suppression strategies. However, the thrust of this session is the safe use of fire extinguishers, sizing up the situation, controlling utilities and extinguishing a small fire.
- Session III, DISASTER MEDICAL OPERATIONS PART I: Participants practice diagnosing and treating airway obstruction, bleeding and shock by using simple triage and rapid treatment techniques.
- Session IV, DISASTER MEDICAL OPERATIONS, PART II: Covers evaluating patients by doing a head to toe assessment, establishing a medical treatment area, performing basic first aid and practicing in a safe and sanitary manner.
- Session V, LIGHT SEARCH AND RESCUE OPERATIONS: Participants learn about search and rescue planning, size-up, search techniques, rescue techniques and, most important, rescuer safety.
- Session VI, DISASTER PSYCHOLOGY AND TEAM ORGANIZATION: Covers signs and symptoms that might be experienced by the disaster victim and worker. It addresses CERT organization and management principles and the need for documentation.
- Session VII, COURSE REVIEW AND DISASTER SIMULATION: Participants review their answers from a take home examination. Finally, they practice the skills that they have learned during the previous six sessions in disaster activity.

Conclusion

CERT is about readiness, people helping people, rescuer safety and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. Through training, citizens can manage utilities and put out small fires; treat the three killers by opening airways, controlling bleeding, and treating for shock; provide basic medical aid; search for and rescue victims safely and organize themselves and spontaneous volunteers to be effective.

WHY CERT?

- Learn skills to help others.
- Know how to protect yourself.
- Give back to your community.
- Be part of a team that cares.
- Be prepared!



FIREFIGHTER REHAB

Learn how to:

- Rehydrate our firefighters.
- Check their vitals.
- Cool them down/warm them up.
- Give them nutrition.



For more information visit:

www.fema.gov/community-emergency-response-teams

Like us on Facebook



CERT - Groveland Area

(Groveland/Big Oak Flat/Moccasin)

Pete Kampa – GCSD General Manager

pkampa@gcsd.org

(209) 962-7161 x1024

Carol Hallett – Program Manager

twainhartecert@gmail.com

(209) 586-2837



Bob Asquith—Team Leader-
GrovelandCERT@gmail.com

(209) 962-7990

Printed by:



ARE YOU READY?



JOIN

GROVELAND AREA



Serving Tuolumne County

CERT IN ACTION

- Residential/Neighborhood checks
- Emergency Medical Triage & First Aid
- Evacuation of neighbors with disabilities & others with access & functional needs
- Staffing Emergency Operation Centers & Shelters
- General evacuations
- Debris removal
- Helicopter Landing Zone security
- Community Relations & distribution of emergency information to public
- Managing & processing supplies & donations
- Initial damage assessment
- Basic search & rescue
- Utilities control/shut-off
- Welfare checks
- Firefighter Rehabilitation

When there is an emergency, regardless of your background or abilities, CERT has a job for anyone who wants to participate!

The CERT concept was developed and implemented by the Los Angeles City Fire Department in 1985. The Whittier Narrows earthquake in 1987 underscored the area-wide threat of a major disaster in California. Further, it confirmed the need for training civilians to meet their own immediate needs and those of their communities.



PREPAREDNESS

CERT training prepares you for any incident, no matter where you are.

CERT stands for 'Community Emergency Response Team'. GCERT is about readiness, people helping people, rescuer safety and doing the greatest good for the greatest number.

Free 20-Hour CERT Basic Training Class Includes:

- Disaster Preparedness
- Fire Suppression
- Medical Aid
- Light Search & Rescue
- Disaster Psychology
- CERT Team Organization
- Terrorism Response
- Disaster Simulation

This Nationally Certified Course teaches CERT teams to perform essential life-saving functions while awaiting the arrival of professional emergency responders following a disaster.



Attending CERT Basic Training does not obligate you to join the team.



Operations Report

Month of Review: October 2020

Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Rachel Pearlman, Administrative Services Technician
- Adam Ahlswede Operation

Wastewater Treatment Plant Flows

Influent Totals From: October 2020	
Total	2.88 MG
High	.12 MG
Low	.06 MG
Average	0.93 MG

Effluent Totals From: Plant: October 2020	
Total	2.98 MG
High	.18 MG
Low	.06 MG
Average	.99 MG

Rainfall Totals at the Sewer Treatment Plant Month of October 2020	
Year	Total Rainfall-inches
2020	0
2019	0
2018	0.63 (High 0.49)
2017	0.64 (High 0.51)
2016	6.02 (High 2.31)
Current Season Total	0.04

Wasting Totals	
Total Inches	380
Total Pounds	5891

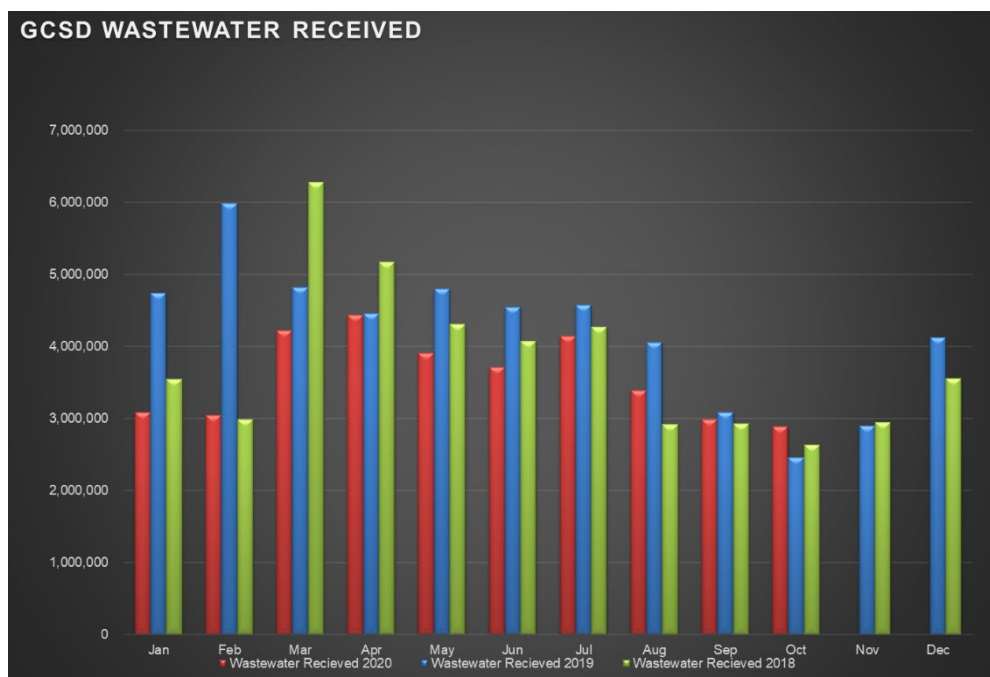
Reclamation Totals	
PML	0
Spray Fields	0
PML Season Total	0
Spray Fields Total	0

Active Sewer Accounts: 1560

Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab
- Loaded Biosolids for annual off haul
- Pulled STP Diffusers for E-Basin
- Rebuilt feeder pump for STP press

Current and Past Monthly Influent Totals



Wastewater Collections Department

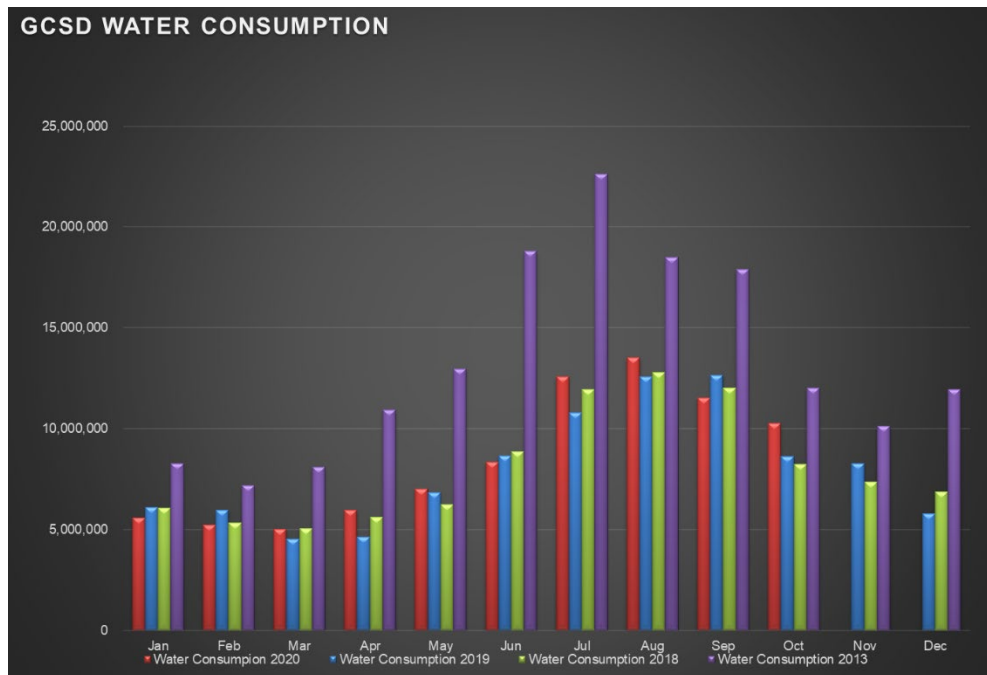
- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
 - Added degreaser blocks at all Lift Stations
 - Added degreaser and odor control when needed
- Chemical flushed gravity sewer lines throughout the District for system maintenance
- Inspected and flushed problem manholes
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- Inspected Lift Station 13 and 16 breakover manholes for the Sewer Replacement Project

- Completed manhole inspections for LS 12, 13 and 14 gravity lines
- Cleaned Ls 11, 13, 14, 15 and 16
- Sealed manhole on Pleasant View Dr for odor issue

Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab
- Installed new chlorine pump at Big Creek Water Treatment Plant

Current and Past Monthly Water Consumption



Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Responded and marked multiple USA throughout the District
- Repaired water service break on Rock Canyon Way
- Repaired 10" water main break on Green Valley Circle
- Flushed Distribution system for water quality
- Installed auto flushers on Hydrants for water quality control
- Performed Zero-Read Meter Verification Test (6-month audit)
- Cleaned out box/vault for surge valve on B/C transmission main line near McKinley

Meter Related Services	Total
Check/repair meter	10
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	4
Read tenant out	2
Re-Read	21
Turn off meter	1
Turn on meter	4
Test meter	2
Total Distribution Issues	44

Active Water Accounts:3256

Billed Consumption 2020	Gallons
Residential	9,686,684
Commercial	562,259
Billed Consumption 2019	Gallons
Residential	7,807,228
Commercial	799,629

Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	1	0
Service leaks	1	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
Totals Per Service	2	0

Maintenance

- General yard maintenance around the District amenities (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Continuous Corp yard cleanup
- Replaced light bulbs in MCC room @ STP
- Reopened Playground and Bathrooms at the Park
- Replaced a failed flush valve for toilet in women's bathroom
- Constructed and installed sneeze guard for the Park Snack Shack
- Serviced PS5 (Highlands) and 2G Generator
- Replaced hour meter on LS 5 generator
- Replaced block heater on LS 7 and 8 Generator
- Replaced LS 13 Generator batteries
- Repaired Tank 4 generator, wiring damage due to pest
- Replaced Truck 15 crane cable
- Serviced Truck 17; Rotated Tires
- Serviced Truck 19
- Engine 781: installed new lights and repaired wiring; repaired/replaced bulbs for marker lights and pump panel lights; cleaned leaves from radiator
- Engine 783; repaired air leak
- Utility 786; serviced; Replaced tires
- Picked up donated Ambulance in Copperopolis for development of CERT program
- Car trailer: inspected brakes and serviced wheel bearings; Replaced tires; Replaced rear marker lights; Replaced deck and fabricated excavator bucket landing pad
- Inspected brakes on backhoe tilt trailer
- Cleaned and grease newer backhoe
- Mini Excavator: Cleaned and greased; Replaced battery
- Bobcat: Replaced batteries and battery cable ends

- Boat: Began making repairs to the outboard engine and shift linkage
- Service the 10K and 7K portable Generators

Projects/Contract Work

- GIS Program
 - Completed Hydrants and Hydrant Valves in:
 - Unit 17, 20 and 30
- Cartegraph Development
- Trackstar Development
- Industrial Electrical Company
 - Repaired Generator Block heaters at 2G, STP and LS 16
 - Finished Tank 2 Generator Project
- Presidio System Inc
 - CCTV and marked sewer lines in BOF & Unit 12

After Hour Calls

- Staff had 8 after hour calls: 7 Water; 1 Sewer; 0 Park; all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- Daily Tailgate Meetings
- Weekly Safety Meetings
- Weekly Security Checks
- Weekly Vehicle Inspection
- SDRMA Safety Courses
- Respirator fit testing for all field staff

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
October 13, 2020
10:00 a.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 10:27am.

Approve Order of Agenda

Motion

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

Public Comment

A member of the public made a comment informing the Board that the Tuolumne County Sheriff's Department Volunteer program will have two (2) Patrol Vehicles in the Groveland area to assist the Sheriff's Department, and to serve the community.

Information Items

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- A. **Staff Reports**
 - I. Fire Department Report
 - II. General Manager's Report
 - III. Operations Manager's Report
 - IV. Administrative Services Manager's Report

Consent Calendar

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

- A. Approve Minutes from the September 16, 2020 Regular Meeting
- B. Accept September 2020 Payables
- C. Consideration of Initial Authorization for the Granting of an Additional Easement to PG&E for the PIH Project Under the Same Terms and Conditions as the Prior Project Easements
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed unanimously by roll call to approve the consent calendar.

Old Business

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

- A. None.

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 Awarding a Consulting Services Contract to WRT Engineering for the Preparation of a Park Amenities Study and Plan

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously by roll call to approve Resolution 45-2020 awarding a Consulting Services Contract to WRT Engineering for the preparation of a Park Amenities Study and Plan.

- B. Discussion Regarding Modifying the Groveland Amador Station Contract With CALFIRE

Motion

No action taken.

- C. Consideration of and Direction Relating to the Formation of a Community Facilities District Within District Boundaries for Fire Protection and Park Services

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed unanimously by roll call to take the actions necessary to establish an annexable Community Facilities District for financing certain public services within the boundaries of the Groveland Community Services District and direct staff to continue with the steps necessary to facilitate formation.

- D. Consideration of Draft Language for a Joint Powers Authority with Tuolumne County Fire Protection Agencies for the Purpose of Development and Implementation of a Countywide Fire Funding Measure

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed unanimously by roll call to approve the initial draft JPA language and direct staff to continue development of the Final Tuolumne County Fire Joint Powers Authority Agreement to be considered by the Board.

- E. Adoption of a Resolution Authorizing an Application for Grant Funding through the Department of the Interior Bureau of Reclamation's Watersmart Water and Energy Efficiency Grant Program for Fiscal Year 2021 for the Automatic Meter Reading Installation Project

Motion

Director Kwiatkowski moved, seconded by Director Edwards and the motion passed unanimously by roll call to approve Resolution 46-2020 authorizing an Application for Grant Funding through the Department of the Interior Bureau of Reclamation's Watersmart Water and Energy Efficiency Grant Program for Fiscal Year 2021 for the Automatic Meter Reading Installation Project.

- F. Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Addition of an Information/Instrumentation System Manager Position and Related Personnel Budget Amendment

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to approve Resolution 47-2020 a revised and updated District Organizational Chart to reflect the addition of an Information/Instrumentation System Manager position and related personnel budget amendment.

Director Edwards left the meeting at 12:55pm.

- G. Consideration of a Formal District Position on the County's Measure U Related to the Proposed Increase in Transient Occupancy Tax

Motion

Director Kwiatkowski moved, seconded by Director Armstrong to recommend that the Board consider the request for support for Measure U and take action appropriately.

Amended Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed by roll call for the GCSD Board of Directors to publicly support Measure U.

Ayes: Directors Kwiatkowski, Mora, Swan and Armstrong

Absent: Director Edwards

- H. Adoption of a Resolution Approving the District Pavement Rehabilitation Project and Authorize the General Manager to Proceed with Public Bidding

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed by roll call to adopt Resolution 48-2020 approving the District Pavement Rehabilitation Project and authorize the General Manager to proceed with public bidding.

Ayes: Directors Kwiatkowski, Mora, Swan and Armstrong

Absent: Director Edwards

- I. Discussion of Options to Provide Law Enforcement within the District Boundaries

Motion

Director Kwiatkowski moved, seconded by Director Armstrong and the motion passed by roll call to table Item 6I to Old Business at the November meeting.

Ayes: Directors Kwiatkowski, Mora, Swan and Armstrong

Absent: Director Edwards

Adjournment

Meeting adjourned at 1:42pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
October 27, 2020
10:00 a.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 10:01am.

Information Items

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

- A. Review and Discussion of the District's (Land) Development Policies and Processes Including Participation in County Land Use Planning Processes

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. Presentation of a 1st Quarter 2020-2021 FY Financial Statement

The Board convened into recess at 11:27am.

The Board reconvened at 11:34am.

- B. Review and Update of the 2020-2022 Management Objectives Which Identify Management Actions Intended to Accomplish the Goals of the Board of Directors

Adjournment

Meeting adjourned at 12:59pm

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

DRAFT



ACCOUNTS PAYABLE CHECK LISTING

October, 2020
Fiscal Year 20/21
Board Approval Date _____

Accounts Payable Checks

User: dpercoco

Printed: 11/3/2020 9:46:02 AM



Check	Vendor	Vendor Name	Check D	Commit	Description	Amount
19534	Adv02	Adventist Health Sonora	10/23/2020	True	Travis Deutsch Employment Physical	\$183.00
19535	aqu5	Aqua Sierra Controls Inc.	10/23/2020	True	IT Services	\$5,947.60
19536	ATT02	AT&T	10/23/2020	True	Monthly Cal Net phone service	\$561.51
19537	CA Dept	CA Dept of Tax/Fee Administration	10/23/2020	True	Diesel fuel taxes	\$431.00
19538	CAD01	CALCAD	10/23/2020	True	GPS Work for June/July 2020 and 911 Call Mapping	\$5,812.50
19539	CSD02	CSDA	10/23/2020	True	2021 CSDA Membership Renewal	\$7,805.00
19540	CUR01	L. N. Curtis & Sons	10/23/2020	True	4 ea. Head Pickets to be Rope rescue compliant	\$3,455.60
19541	CWEA	CWEA	10/23/2020	True	Andrew Marshall CS Maint Grade 1	\$91.00
19542	DIS01	Dish Network	10/23/2020	True	Satellite TV for FD	\$62.55
19543	DMV03	DMV Renewal	10/23/2020	True	Bobcat DMV Renewal	\$27.00
19544	EDIS01	E.D.I.S.	10/23/2020	True	Supplemental Health Ins.	\$3,282.38
19545	flo01	Flores, Jennifer	10/23/2020	True	Internet Stipend 09/20/2020-10/19/2020	\$100.00
19546	GRA04	Grainger	10/23/2020	True	Block Heaters for Generators	\$876.54
19547	HAC01	Hach	10/23/2020	True	2 ea. COD Buckets for Wastewater Treatment Plant	\$13,399.32
19548	ITR01	Itron Electric Metering Co Inc	10/23/2020	True	Quarterly Hardware Maint-Handhelds	\$808.17
19549	JSW02	J.S. West Propane Gas	10/23/2020	True	Fire Dept Propane	\$421.30
19550	Kam02	Kampa, Peter	10/23/2020	True	Internet Stipend 09/20/2020-10/19/2020	\$100.00
19551	dic02	Matthew Dickens	10/23/2020	True	Reimburse Matt Dickens for fuel	\$10.00
19552	neu01	Neumiller & Beardslee	10/23/2020	True	Legal Services (Mostly Fire)	\$3,818.00
19553	Pea01	Pearlman, Rachel	10/23/2020	True	Internet Stipend 09/20/2020-10/19/2020	\$100.00
19554	Pri04	PLIC-SBD Grand Island	10/23/2020	True	Monthly Dental, Vision, Life & LTD Insurance November	\$3,503.60
19555	SUE01	Ray Sues Insurance & Invst	10/23/2020	True	Retired Members Medical	\$5,931.96
19556	Ron01	Roni Lynn	10/23/2020	True	Social Media Management	\$2,600.00
19558	Sprbrk	Springbrook Holding Co. LLC	10/23/2020	True	Springbrook Annual Maint. from 9/1 to 8/31/21 for Cloud Migration	\$6,555.67
19559	Sta15	Staples Credit Plan	10/23/2020	True	Office Supplies	\$516.55
19560	SWR02	SWRCB	10/23/2020	True	Greg Dunn Wastewater Treatment Operator Grade 3 Cert Renewal	\$110.00
19560	UPS	UPS	10/23/2020	True	Shipping for DCI order	\$35.58
19561	ups9	Usa Blue Book	10/23/2020	True	Water Service Repairs Tools	\$3,026.63
19562	USA03	VanDyk, Renee	10/23/2020	True	Internet Stipend 09/20/2020-10/19/2020	\$100.00
19563	Van01	Verizon Wireless 7706	10/23/2020	True	Monthly Auto Dialers	\$215.21
19564	Ver03	Operating Engineers Local #3	10/15/2020	True	PR Batch 00002.10.2020 Oper Engin Union Dues	\$310.20
115794	OE3	CalPers 457 Plan Administrator	10/15/2020	True	PR Batch 00002.10.2020 CalPers Def Comp	\$1,000.00
902201	CAL09					

Check	Vendor	Vendor Name	Check D	Commit	Description	Amount
902202	DCSS	Dept of Child Support Services	10/15/2020	True	PR Batch 00002.10.2020 Wage Garnish Child Support	\$205.03
902203	EDD01	EDD - Electronic	10/15/2020	True	PR Batch 00002.10.2020 Employmt Training Tax	\$2,002.26
902204	FedEFTP	Federal EFTPS	10/15/2020	True	PR Batch 00002.10.2020 FICA Employer Portion	\$12,485.60
902205	Orion	Orion Portfolio Solutions	10/15/2020	True	PR Batch 00002.10.2020 457 Deferred Compensation PR	\$930.00
902206	PER01	Pers - Electronic	10/15/2020	True	Batch 00001.10.2020 PERS Employer Expense	\$7,893.97
19472	Adv02	Adventist Health Sonora	10/9/2020	True	Employee Physical	\$175.00
19473	AME01	American Valley Waste Oil, Inc	10/9/2020	True	Waste Oil Removal	\$116.00
19474	UB*0269	Andrews, Richard & Kevyn	10/9/2020	True	Refund Check	\$101.52
19475	BLU01	Anthem Blue Cross	10/9/2020	True	Monthly Group Health Ins.	\$16,307.84
19476	aqu5	Aqua Sierra Controls Inc.	10/9/2020	True	SCADA System and Server Upgrade - Partial	\$16,087.33
19477	Aquafix	Aquafix	10/9/2020	True	55 gal Greasezilla, 55 gal Sewer Sweetner	\$3,612.71
19478	UB*0270	Bautista-Quach, Marnelli	10/9/2020	True	Refund Check	\$83.09
19479	CAD01	CALCAD	10/9/2020	True	Misc. GPS Work for Aug. and Sept. with 911 Call	\$3,750.00
19480	CAR06	Carbon Copy Inc.	10/9/2020	True	Mapping Monthly Copier Usage	\$44.95
19481	Cle03	CleanSmith Solutions	10/9/2020	True	Disinfection Services	\$1,050.00
19482	Datapros	Dataprose LLC Attn AR	10/9/2020	True	Monthly UB Statement Processing	\$4,452.92
19483	Die01	Diehl, Rod	10/9/2020	True	Quarterly Service FD	\$175.00
19484	UB*0269	Dietmeyer, John	10/9/2020	True	Refund Check	\$68.64
19485	DRU01	Drugtech Toxicology Services, LLC	10/9/2020	True	Consortium DOT Tests	\$76.00
19486	Fas03	Fast Response On-Site Testing Inc.	10/9/2020	True	Medical, Fit, & Audiometry Testing	\$2,744.00
19487	Fas02	Fastenal	10/9/2020	True	Respirators for Stock	\$837.04
19488	UB*0269	Feifarek, Mark & Linda	10/9/2020	True	Refund Check	\$272.48
19489	UB*0269	Ford, Jonathan	10/9/2020	True	Refund Check	\$3.04
19490	GCS02	GCSO	10/9/2020	True	GCSO Water Bill	\$7,223.38
19491	Geo01	GeoAnalytical Laboratories, Inc.	10/9/2020	True	Biosolids Disposal	\$2,465.00
19492	gilb01	Gilbert Associates, Inc.	10/9/2020	True	CPA Services	\$3,100.00
19493	GRA04	Grainger	10/9/2020	True	Hand Drum Pumps and Impact Socket	\$450.71
19494	H&S	H & S Parts and Service	10/9/2020	True	Governor	\$39.47
19495	UB*0269	HENDRICKSON, DAVID	10/9/2020	True	Refund Check	\$177.61
19496	Hun02	Hunt & Sons, Inc.	10/9/2020	True	Fuel & Oil	\$6,620.23
19497	ind04	Industrial Electrical Co.	10/9/2020	True	LS #7 Generator Repair	\$4,077.96
19498	UB*0270	Johnson, Robert & Rae	10/9/2020	True	Refund Check	\$325.67
19499	KC Auto	KC Auto Parts	10/9/2020	True	September Auto Parts	\$278.12
19500	KC01	KC Courier, LLC	10/9/2020	True	Monthly Courier Service	\$372.38
19501	Kof02	Koff & Associates	10/9/2020	True	Classification/Comp Study for September	\$1,950.00
19502	UB*0270	Larges	10/9/2020	True	Refund Check	\$15.27
19503	UB*0270	McGrath, Joseph	10/9/2020	True	Refund Check	\$160.96
19504	Mitel	Mitel	10/9/2020	True	District Telephone Service	\$354.29
19505	MOO01	Moore Bros. Scavenger Co., Inc.	10/9/2020	True	30 Yard Debris Box w/Dump Fee	\$1,594.37
19506	MOT03	Mother Lode Answering Service	10/9/2020	True	Monthly Call Forward/Paging	\$204.00
19507	MOU03	Mountain Oasis Water Systems	10/9/2020	True	Bottled Water	\$123.00
19508	UB*0270	Nordeen, Mark	10/9/2020	True	Refund Check	\$46.88
19509	Oreil	O'Reilly Auto Parts	10/9/2020	True	Filters for List Station	\$212.01

Check	Vendor	Vendor Name	Check D	Commit	Description	Amount
19510	UB*0269	Parenti, John & Cynthia	10/9/2020	True	Refund Check	\$41.50
19511	per04	Percoco, Ronald	10/9/2020	True	Monthly Uniform Laundering	\$1,670.00
19512	PGE01	PG&E	10/9/2020	True	Monthly Electric Charges	\$621.03
19513	Pri04	PLIC-SBD Grand Island	10/9/2020	True	Monthly Dental, Vision, Life & LTD Insurance October	\$3,139.09
19514	pml01	PML Hardware & Supply Inc.	10/9/2020	True	September Hardware Supplies	\$711.37
19515	pre02	Presidio Systems, Inc	10/9/2020	True	CCTV LS#5, 6, 7, 8 Gravity Main	\$29,800.00
19516	SUE01	Ray Suess Insurance & Invst	10/9/2020	True	Debra Lucas 2020 Retired Employee Medical Reimbursements	\$4,541.91
19517	UB*0269	Reynolds, Robert	10/9/2020	True	Refund Check	\$99.05
19518	Rus01	Rush Advertising Specialties	10/9/2020	True	Employee Uniforms	\$1,132.15
19519	Safety-K	Safety-Kleen Systems	10/9/2020	True	Maintenance on Parts Washer	\$481.16
19520	SFPUC	San Francisco Public Utilities Commission	10/9/2020	True	Monthly Water Purchase September	\$17,088.20
19521	UB*0269	Schwartz, Nahum & Miriam	10/9/2020	True	Refund Check	\$97.94
19522	Stream	Streamline	10/9/2020	True	Quarterly Web Maintenance	\$600.00
19523	Tra03	Tractor Supply Credit Plan	10/9/2020	True	Lift Station Covers for Odor	\$675.52
19524	UB*0269	Trustees of the Lazzara Family Trust, Joseph J. Lazzara & James A Lazzara,	10/9/2020	True	Refund Check	\$156.34
19525	TUO01	Tuo. Co. Public Power Agency	10/9/2020	True	Public Power Purchase	\$12,071.64
19526	UMP01	UMPQUA Bank	10/9/2020	True	September Credit Card Purchases	\$1,695.30
19527	UNI05	Univar Solutions	10/9/2020	True	Natural Salt for Water/Wasterwater Plants	\$2,528.56
19528	USA03	Usa Blue Book	10/9/2020	True	Siphon King Utility Pump	\$73.21
19529	Ver02	Verizon Wireless 5298	10/9/2020	True	Monthly Cell Phone	\$837.78
19530	UB*0269	Vinn, Charles & Delores	10/9/2020	True	Refund Check	\$83.14
19531	UB*0270	Winnett, Brian & Robin	10/9/2020	True	Refund Check	\$36.32
19532	UB*0270	Zagaris, Steven & Lena	10/9/2020	True	Refund Check	\$9.47
115791	Mech01	Mechanics Bank	10/2/2020	True	Debra Lucas Oct-Dec 2020 HSA	\$712.50
115792	MOT05	Oak Valley Community Bank	10/2/2020	True	Steve Williamson Oct-Dec 2020 HSA	\$712.50
115793	OE3	Operating Engineers Local #3	10/2/2020	True	PR Batch 00001.10.2020 Oper Engin Union Dues	\$284.35
902195	CAL09	CalPers 457 Plan Administrator	10/2/2020	True	PR Batch 00001.10.2020 CalPers Def Comp	\$1,000.00
902196	DCSS	Dept of Child Support Services	10/2/2020	True	PR Batch 00001.10.2020 Wage Garnish Child Support	\$205.03
902197	EDD01	EDD - Electronic	10/2/2020	True	PR Batch 00001.10.2020 SDI - Employee	\$2,056.64
902198	FedEFTP	Federal EFTPS	10/2/2020	True	PR Batch 00001.10.2020 Federal Income Tax	\$12,308.47
902199	Orion	Orion Portfolio Solutions	10/2/2020	True	PR Batch 00001.10.2020 457 Deferred Compensation	\$930.00
902200	PER01	Pers - Electronic	10/2/2020	True	PR Batch 00001.10.2020 PERS Employer Expense	\$8,028.55
					Total Accounts Payable	\$278,892.32
					Direct Deposit Payroll	\$95,778.23
					Total	\$374,670.55



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 4D. Approval of the General Manager's Performance Objectives as Presented and Discussed During the October 27, 2020 Board Workshop

RECOMMENDED ACTION:

Staff recommends the following action: **(Approval of the Consent Agenda approves the following motion)**

I move to approve of the General Manager's Performance Objectives as Presented and Discussed During the October 27, 2020 Board Workshop.

BACKGROUND:

The General Manager's Management Objectives were reviewed and discussed during the Board's October 27, 2020 Workshop. The Management Objects agreed upon to be removed are shown in strikethrough text. The objective completion measurements and dates remain the same as discussed in October.

ATTACHMENTS:

Management Objectives Dated November 10, 2020

FINANCIAL IMPACT:

None

Management Objectives Report 2020-2022

Legend:
On Track, moving toward due date
Delayed, waiting on other items or time hampered
Off Track, not needed, or not possible

NEW OBJECTIVES PROPOSED FOR APPROVAL

REVIEW WORKSHOP
October 2020

PERIOD COVERED
July - Sept 2020

#	Objective Description	Measurement	Due Date	July - Sept 2020
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DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT

1	Conduct an Organizational Evaluation/Develop an Employee Excellence Program	Board action on consultant contract and subsequent package of updated job descriptions	Initial - 6/30/2020, Revised - 1/30/21	DEVELOPING CONSULTANT SCOPE, PREPARED POSITIVE WORKPLACE CULTURE DECLARATION FOR MANAGEMENT
1a	Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position	Board presentation on program Outline (consultant assistance with program development)	Initial - 6/30/2020, Revised - 1/30/21	INCLUDED IN CONSULTANT SCOPE, POTENTIALLY INCREASING TO MORE HIGH LEVEL ORGANIZATIONAL EVALUATION
1b	Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic	Board approval of Continuity/Staffing Plan	31-Jan-21	CONSULTANT WORK SCOPE DEVELOPMENT IN PROGRESS
1c	Develop a COVID-19 Response Plan for District facilities and operations , including a remote-work plan and policies	Presentation of Response Plan to Board	14-Jul-20	COMPLETE
2	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board	30-Dec-20	IN PROGRESS, EVALUATING POTENTIAL OUTSOURCING OF PAYROLL AND AP/AR FUNCTIONS, REDISTRIBUTION OF INTERNAL SUPPORT DUTIES
3	Conduct an evaluation of the Completeness and Effectiveness of our employee safety program including IIPP, required procedures and methods, and ability to protect against exposure to viruses such as COVID-19	Presentation of evaluation report to Board	Initial 10/13/2020, Revised 1/12/21	IN PROGRESS, CONSULTANT ENGAGED FOR INITIAL EVALUATION AND REPORT/PROGRAM PROPOSAL
3a	Consult with safety experts to update the District IIPP and safety program with necessary procedures	Board approval of Safety Consultant Contracts and subsequent presentation of updated Safety Program	31-Dec-20	INCLUDED WITH ITEM 3 CONSULTANT EVALUATION
4	Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position	Board consideration of report regarding IT staff addition and approval of revised organizational chart if warranted	11-Aug-20	COMPLETED AND BOARD APPROVED OCTOBER 2020. HIRING PROCESS BEGINNING

NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE

5	Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification	Board approval of updated orientation program content	30-Jun-20	COMPLETED - ON NOVEMBER 2020 AGENDA FOR APPROVAL
6	Complete the Sewer Ordinance Update	Board approval of revised ordinance	Initial (revised) 7/31/2020, proposed December 8, 2020	DRAFT LANGUAGE UNDER INTERNAL REVIEW, PROPOSE FOR BOARD REVIEW DECEMBER 2020
6a	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions	10-Mar-20	COMPLETED
7	Complete Water Ordinance Update	Board approval of revised ordinance	Initial (revised) 9/30/2020, proposed April 13, 2021	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021
8	Complete Park Ordinance Update	Board approval of revised ordinance	Initial 12/31/2020, revised April 13, 2021	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021
9	Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount	Board approval of financial needs analysis	Initial 12/31/2020, revised April 13, 2021	DEVELOPED INITIAL RESERVE REPORT AND PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE CONSIDERED IN THE FUTURE POST MASTER PLAN COMPLETION
10	Develop New Financial Reserve Policies	Board approval of policies	Initial 12/31/2020, revised April 13, 2021	ON TRACK
11	Complete monthly updates to Operating policies and procedures manual to new format	Monthly Board action on updated policies	None proposed	<i>PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE COMPLETED AS NEEDED ON AN ONGOING BASIS</i>

ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND

12	Complete updated water and sewer master plans	Board approval of final master plans	Initial 8/30/2020, revised 12/31/2020	REVIEWED 3 ADDITIONAL TECH MEMOS WITH FINAL PLAN NOW SCHEDULED FOR COMPLETION BY 12/31/2020
12a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP	31-Dec-20	SAME AS ABOVE
13	Complete development impact fee study for Water, Sewer, Fire and Park Services	Board adoption of Development Impact Fee Study and Schedule	30-Mar-21	CONSULTANT UNDER CONTRACT AND IN PROCESS OF DATA REVIEW. SIGNIFICANT EFFORT TO COMPILER MUCH OF THE ASSET DATA NECESSARY

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL		REVIEW WORKSHOP October 2020
On Track, moving toward due date				
Delayed, waiting on other items or time hampered				
Off Track, not needed, or not possible				
#	Objective Description	Measurement	Due Date	PERIOD COVERED July - Sept 2020
14	Secure funding agreement for Downtown BOF/Groveland water and sewer system system improvements	State Funding Agreement	31-Dec-20	COMPLETED FOR SEWER PROJECT AGREEMENT AS OF OCTOBER 19, 2020. FINAL DESIGN BEING COMPLETED INCLUDING UPDATE OF PROBLEM AREAS TO BE ADDRESSED. PROJECT TO BE PUBLICLY BID IN JANUARY OR FEBRUARY 2021. WATER AGREEMENT TO BE SEPARATE OBJECTIVE
15	Secure funding agreement for Clearwell Rehabilitations	State Funding Agreement	30-Apr-20	COMPLETED - RECEIVED STATE APPROVAL OF PROJECT BUDGET AND CURRENTLY SCHEDULING PRE-CONSTRUCTION MEETING
16	Prepare 2019/20 Community Development Block Grant (CDBG) funding application	Confirmation of application submitted	31-Mar-20	APPLICATION IS COMPLETE FOLLOWING AUDIT SUBMITTAL BY COUNTY, HOWEVER FUNDING IS EXHAUSTED AND LIKELY NO FUNDING UNTIL THE 2021 NOFA RELEASED
17	Develop Capital Improvement/Replacement Plans for fire services	Board approval of CIP	7-Jan-20	COMPLETED
18	Develop Capital Improvement/Replacement Plans for Park services	Board approval of CIP	Initial 6/30/2020, revised January 30, 2021	IN PROGRESS, CONTRACT WITH WRT CONSULTANTS INCLUDES CURSORY CONDITION ASSESSMENT; COMPLETION OF PLAN PROPOSED FOR JANUARY 2021
19	Develop and implement a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance management data	Board presentation on GPS plan and schedule	10-Mar-20	COMPLETED. PROGRAM NOW PROCEEDING AS A GENERAL PRACTICE/ONGOING BASIS
20	Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs	Board approval of contracts	10-Mar-20	COMPLETED MAY 2020
21	Complete the Fire Department Master Plan Update	Board approval of Master Plan	10-Mar-20	COMPLETED MAY 2020
21a	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSD boundaries	Consideration of agreement with County regarding mitigation funding for development projects	Initial 10/13/2020, revised 12/31/2020	IN PROGRESS, CONTINUE TO MEET WITH COUNTY ADMINISTRATION AND REVIEW LEGAL OPTIONS. SECURED COUNTY FUNDING COMMITMENT FOR AMADOR COST
21b	Complete Development Financial Impact Study for Terra Vi and Under Canvas projects	Board approval consulting services and approval of Impact Study	13-Oct-20	COMPLETE AND PRESENTED TO BOARD
21c	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report	28-Feb-21	HELD INITIAL CONVERSATIONS INTERNALLY WITH CALFIRE AND WITH COUNTY ADMINISTRATION
21d	Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies	Board presentation of call data	11-Aug-20	COMPLETED AND BEING REGULARLY UPDATED ON GIS SITE. DATA ACCURACY BEING EVALUATED AND IMPROVEMENT OPTIONS DEVELOPED
21e	Complete creation of a Community Facilities District (CFD) within the GCSD boundaries to provide funding for Fire and Park services from new development projects		9-Feb-21	NEW INITIATIVE
21f	Secure revised Schedule A Contract with CalFIRE removing the Amador Contract cost obligation (transferred to County contract)		10-Nov-20	NEW INITIATIVE
22	Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process	Board approval of Plan; Board approval of funding applications	Initial 4/14/2020, revised 2/13/2020	COMPLETED CONSULTANT RECRUITMENT PROCESS, WITH WORK SCOPE INCLUDED IN THEIR CONTRACT.
23	Develop a long-term Park Service Funding Plan	Board approval of funding plan	Initial - 6/30/2020, Proposed October 12, 2021	NON PRIORITY AT THIS TIME. PROPOSE DELAY UNTIL SUMMER/FALL 2021
24	Plan the State Parks funded Per Capita Grant Improvements	Board approval of project	Initial 5/12/2020, revised 12/8/2020	IN PROGRESS, INITIAL EVALUATION IN WRT CONSULTANT SCOPE OF WORK, PROPOSE ON DECEMBER 2020 BOARD AGENDA
24a	Secure Per Capita Funding Agreement with State	Management Report of signed funding agreement	Initial 7/1/2020, revised January 31, 2021	PROPOSE JANUARY AGREEMENT AFTER BOARD ACTION ON PROJECT PLAN
24b	Implement Per Capita Park Improvements	Management presentation of completed projects	30-Jun-21	PLANNING IN PROGRESS
25	Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS	Board consideration of easement approval and related agreement	8-Sep-20	COMPLETED AGREEMENT, CONSTRUCTION BEING SCHEDULED BY PG&E

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP October 2020	
On Track, moving toward due date				
Delayed, waiting on other items or time hampered				
Off Track, not needed, or not possible			PERIOD COVERED	
#	Objective Description	Measurement	Due Date	July - Sept 2020
26	Complete evaluation and partnership agreement with an Internet Service Provider to expand broadband services in the GCSO service area, and implement new technologies at District facilities	Board consideration of partnership agreement	Initial 9/8/2020, revised 12/08/2020	IN PROGRESS, NEGOTIATING AGREEMENT TERMS, PROPOSE COMPLETION DECEMBER 2020
27	Evaluate consolidation of the Groveland Lighting District into GCSO	Board consideration of consolidation proposal	Initial 10/13/2020, revised June 30, 2021	EVALUATION STALLED DUE TO PRIORITIES, ALSO PENDING OUTCOME OF MUNICIPAL SERVICE REVIEW SCHEDULED FOR COMPLETION DECEMBER 2020
28	Complete annexation of Airport Estates	LAFCO approval of annexation	Initial 10/13/2020, revised June 30, 2021	DELAYED PENDING COMPLETION OF THE MUNICIPAL SERVICE REVIEW. SECURED LAFCO APPROVAL FOR OUT OF AREA SERVICE TO PROPERTIES UNTIL ANNEXATION
ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES				
29	Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent	Presentation of annual accomplishments reports	28-Jan-20	COMPLETED. ALSO ADDED RESERVE SUMMARY REPORT AND PREPARING CONSOLIDATED RESERVE/PROJECT REPORT
30	Complete development of a local funding measure to support Fire Services	Board approval of funding measure; submit to voters	Initial 5/12/2020, revised 2/9/2021	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA
30a	Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department	Confirmation of group formation	14-Apr-20	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA. ALSO INTEND TO COORDINATE WITH GROVELAND CERT AND SEEK PMLA ENDORSEMENT
30b	Coordinate with the County and Fire Districts in the Development of an entity, such as a JPA capable of levying and administering a Fire Services funding measure	Board approval of JPA agreement or similar	31-Dec-20	ON TRACK FOR CREATION BY DECEMBER 2020. BOARD REVIEWED DRAFT JPA LANGUAGE DURING OCTOBER MEETING
ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND				
31	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board	Based on Board member participation	NO FURTHER ACTION, ALL CONFERENCES CANCELLED, MUST BE DONE ONLINE, PROPOSE REMOVE FROM MANAGEMENT OBJECTIVES
32	Achieve Special District representation on Toulumne County LAFCO	SPECIAL DISTRICTS SEATED ON LAFCO	30-Jun-20	COMPLETED
33	Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)	Submit LAFCO information request/response for Board review on August 11, 2020 of October Board workshop	Initial 7/31/2020, revised 12/31/2020	ON TRACK, DRAFT MSR EXPECTED BY DECEMBER 2020
34	Develop a plan to improve customer interaction technologies and methods to simplify and increase payment speed and security, precise and timely notification of account issues and emergencies, and improve water management	Presentation of plan for Board approval	Initial 4/14/2020, revised 6/30/2021	ON TRACK FOR JUNE 2021 COMPLETION, IMPLEMENTATION BEGINNING WITH SPRINGBROOK CONVERSION TO CLOUD
35	Create a New Customer Information packet	Presentation of packet to Board	14-Apr-20	COMPLETED
36	Conduct a records inventory and establish appropriate records categories	Presentation of inventory and categories to Board	initial 9/30/2020, revised January 26, 2021	ON TRACK FOR COMPLETION ON SCHEDULE. PROJECT FOLDER MODULE RECENTLY DEVELOPED
37	Evaluate and implement systems and technologies for records and data management	Presentation of options to Board	Initial 12/31/2020, revised January 26, 2021	ON TRACK, MIGRATING TO LASERFISCHE DOCUMENT MANAGEMENT SYSTEM. PRESENTATION TO BE PROVIDED TO BOARD APRIL 2021
38	Develop reports on reserves and connection/capacity fee expenditures and present annually	Annual Board presentations in September	Initial 12/31/2020, revised 4/13/2021	RESERVE SUMMARY REPORT PREPARED INCLUDING RESERVE BALANCE, CAPITAL EXPENDITURES AND GRANT DATA. CONNECTION/CAPACITY FEE REPORT PROPOSED AT END OF DEVELOPMENT IMPACT FEE STUDY AND CIP ADOPTION; APRIL 2021



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 4E. Approval of the Excellence in Board Governance Program and Schedule Discussed During the October 27, 2020 Board Workshop

RECOMMENDED ACTION:

Staff recommends the following action: **(Approval of the Consent Agenda approves the following motion)**

I move to approve of the Excellence in Board Governance Program and Schedule Discussed During the October 27, 2020 Board Workshop.

BACKGROUND:

The success of the Groveland Community Services District depends highly on the competence of its Board of Directors in effectively governing the District. Governance for the purposes of GCSO is the effective and strategic planning for the future, development of functional policy supportive of the District strategies and direction, engaging the public, establishing performance expectations and measuring successes.

The Board Orientation Program is a development plan to include a recommended learning path, schedule, training, and conference attendance, as well as certification for District Board members. As discussed at the Quarterly Workshop on October 27, 2020 the Board has agreed that the level of expectations is important and that the Board of Directors has established the following minimum recommended “Board Excellence” plan as the standard for all current and future members of the Board; and which will become a component of the formal Board Orientation Plan.

ATTACHMENTS:

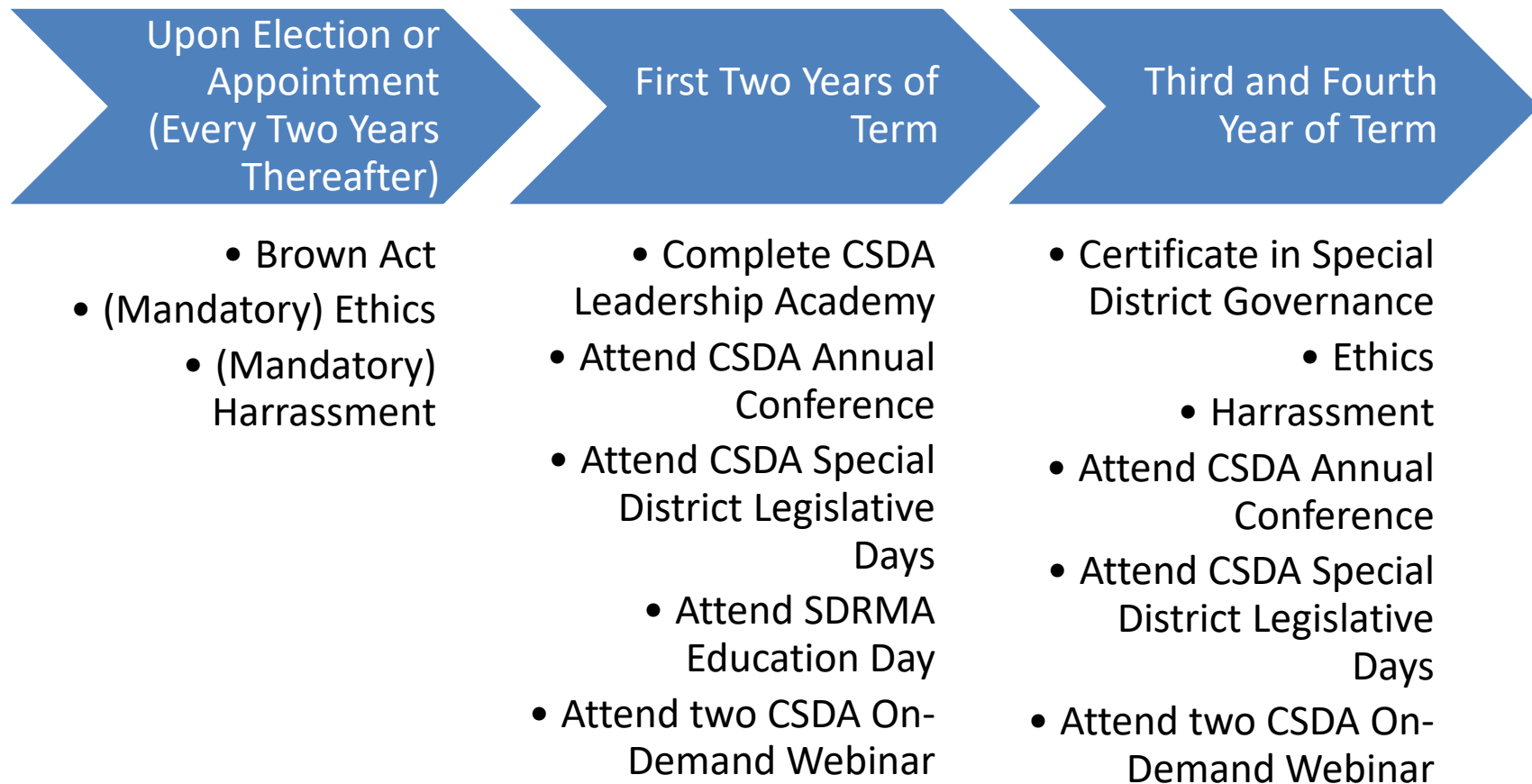
1. Board of Excellence Plan

FINANCIAL IMPACT:

Approval of the Board Excellence Plan does not increase the budget for Board training and conferences above its current level. Implementation of the Plan does require that the District continue to budget at the current \$12,000 per year for registration fees and travel expense, and which covers board members and administrative staff.

The success of the Groveland Community Services District depends highly on the competence of its Board of Directors in effectively governing the District. Governance for the purposes of GCSD is the effective and strategic planning for the future, development of functional policy supportive of the District strategies and direction, engaging the public, establishing performance expectations and measuring successes.

Effective governance of a public agency as a cohesive team is not necessarily an inherent skill when Board members are elected; it must be learned. The Board of Directors has established the following minimum recommended “Board Excellence” plan as the standard for all current and future members of the Board.





BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 4F. Resolution Accepting an Exclusive Sewer Easement Grant Deed from Munir Javed and Saima Javed, APN 091-250-014-000

RECOMMENDED ACTION:

Staff recommends the following action: **(Approval of the Consent Agenda items as a whole also approves the following action)**

I move to adopt Resolution 52-2020 Accepting an Exclusive Sewer Easement Grant Deed from Munir Javed and Saima Javed, APN 091-250-014-000.

BACKGROUND:

District policy delegates authority to the General Manager to negotiate certain easement agreements and grant deeds with property owners in the case where easement property rights are needed or required by the District for utilities and other purposes. Board ratification of such easement deeds and agreements are required prior to recordation.

In the above matter, the property owners desire to abandon a Public Utility Easement between two parcels they own, and in exchange for District approval are offering to dedicate an exclusive sewer easement in a location desired by the District. The appropriate applications, deposits and legal documents have been prepared, accepted by the District and approved by the General Manager. The easement dedication package is attached to this Resolution.

ATTACHMENTS:

1. Resolution 52-2020, including easement agreement, grant deed and exhibits

FINANCIAL IMPACT:

There is no cost to the District for acquisition of this easement, and the Owner pays the cost of engineering review and recordation at the county

RESOLUTION 52-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ACCEPTING AN EXCLUSIVE SEWER EASEMENT GRANT DEED FROM MUNIR JAVED AND SAIMA JAVED, APN 091-250-014-000

WHEREAS, property owner Munir and Saima Javed (Owner) has requested the District abandon its interest in a Public Utility Easement between parcels 091-250-013-000 and 091-250-014-000; and

WHEREAS, future public sewer installation plans in the area of the above mentioned property require access for public sewer installation, operation and maintenance in the future on a different portion of the property than the location of the Public Utility Easement to be abandoned; and

WHEREAS, the other utilities have agreed to abandon their interest in the Public Utility Easement in the subject location; and

WHEREAS, the Owner has agreed to develop and dedicate to the District a 15 foot wide exclusive sewer easement in the name of the District in a location acceptable to the District; and

WHEREAS, the General Manager has accepted the easement by grant deed in accordance with the authority conveyed in District policy, subject to ratification by the Board, and to which shall be attached a Certificate of the Secretary of the Board certifying the fact that said resolution was duly adopted by the Board of Directors of the District at a meeting called and held pursuant to the Brown Act on a specified date by the specified vote, and certifying to the fact that said resolution is valid and in full force and effect and has not been revised by the Board of the District since the date of its adoption; and

WHEREAS, no compensation is to be paid by the District for said easement.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby:

1. Accept the Easement Grant Deed from Munir and Saima Javed, APN 091-250-014-000, as detailed and depicted in the attached District Easement Agreement, Exhibits A and B.
2. Approve the attached Easement Agreement – Public Utility Easement
3. Direct the preparation of the Certificate of Secretary verifying easement acceptance, which shall be recorded with this Resolution, the Grant Deed and Easement Agreement in the Office of the County Recorder in Tuolumne County.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on November 10, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, 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 November 10, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 5A. Discussion of Options to Provide Law Enforcement within the District Boundaries

RECOMMENDED ACTION:

Staff recommends the following action:

No specific action is recommended by staff, however board input and direction is appropriate, if any.

BACKGROUND:

During September's Regular board meeting, Director Edwards brought up concerns regarding the lack of Law Enforcement in the Groveland/Big Oak Flat area and within the District area. Director Edwards requested that this item be placed on the Agenda to discuss law enforcement concerns and options.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6A. Authorization to Submit an Application to Cal OES for the Special District Power Resiliency Grant Program and Authorize the General Manager to Sign the Application, Related Agreements and Certifications

RECOMMENDED ACTION:

Staff recommends the following action:

I move to Approve the Submission of an Application to Cal OES for the Special District Power Resiliency Grant Program and Authorize the General Manager to sign the Application, related Agreements and Certifications.

BACKGROUND:

After last year's state budget contained no funding specifically for special districts in California, the district worked very closely with California special districts Association, to quantify needs and convince the state legislature and California office of emergency services staff that an allocation was necessary for special districts to install infrastructure to reduce the impact have PG and E public safety power shut downs.

The current state budget includes an allocation of \$20,000,000 specifically for special districts to deal with public safety power shutdowns. CSDA did a fantastic job of securing this allocation in the state budget. The application period for these funds was only open for a short period of time in mid to late October, with the deadline for application of October 30th 2020.

Staff submitted the application to this program by the deadline which required the signature of the board president acknowledging the application and of the general manager and others as responsible for implementation of the project should the funds be awarded. The purpose of this action of the board is to ratify the general manager's authorization to submit the application and related documents, and to sign a funding agreement if the request is successful. The project application is attached, which describes the purchase and installation of six additional replacement emergency power generators: one for a water pump station and five for sewer lift stations.

ATTACHMENTS:

1. Cal OES Application

FINANCIAL IMPACT:

The cost to prepare the grant application is estimated at less than \$3000 in engineering costs, and the purchase of the generators as detailed in the application, is 100% grant funded, if a contract is awarded.

Cal OES #		FIPS #		VS#		Subaward #	
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** Groveland Community Services District **1a. DUNS#:** 011125952
- 2. Implementing Agency:** Groveland Community Services District **2a. DUNS#:** 011125952
- 3. Implementing Agency Address:** 18966 Ferretti Rd Groveland 95321-8512
(Street) (City) (Zip+4)
- 4. Location of Project:** Groveland Tuolumne 95321-8512
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM **6. Performance Period:** 7/1/2020 **to** 10/31/2021
(Start Date) (End Date)
- 7. Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	PSPS	\$286,650						\$286,650
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$286,650		\$286,650				\$286,650

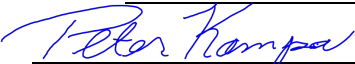
13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Peter Kampa Title: General Manager

Payment Mailing Address: 18966 Ferretti Road City: Groveland Zip Code+4: 95321-8512

Signature:  Date: October 29, 2020

16. Federal Employer ID Number: 941701547

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Programmatic** responsibility for the project.
4. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Fiscal** responsibility for the project.
5. Provide the name, title, address, telephone number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: _____ Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

2. The **Financial Officer** for the project:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

7. The **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____
Telephone #: _____ Email Address: _____
Address/City/Zip + 4: _____

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

SIGNATURE AUTHORIZATION

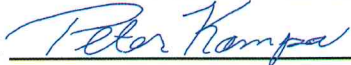
Subaward #: _____

Subrecipient: Groveland Community Services District

Implementing Agency: Groveland Community Services District

*The **Project Director** and **Financial Officer** are **REQUIRED** to sign this form.

***Project Director:** Peter Kampa

Signature: 

Date: October 29, 2020

***Financial Officer:** Jennifer Flores

Signature: 

Date: October 29, 2020

The following persons are authorized to sign for the **Project Director**



Signature
Luis Melchor

Printed Name

Signature

Printed Name

Signature

Printed Name

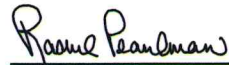
Signature

Printed Name

Signature

Printed Name

The following persons are authorized to sign for the **Financial Officer**



Signature
Rachel Pearlman

Printed Name

Signature


Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE

The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____ hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

Subrecipient: _____

Implementing Agency: _____

Project Title: _____

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: 

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal Employer ID #: _____ Federal DUNS # _____

Current System for Award Management (SAM) Expiration Date: _____

Executed in the City/County of: _____

AUTHORIZED BY: (not applicable to State agencies)

- | | |
|---|---|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input type="checkbox"/> Governing Board Chair | |

Signature: 

Typed Name: _____

Title: _____

Budget Narrative

The project's budget will be used to furnish and install six new emergency generators at critical water and wastewater infrastructure sites as identified in the Project Narrative. Project components include the generators, sound enclosures, permitting, concrete pad, electrical and surface restoration. The budget will also cover engineering and environmental. The following provides a detailed budget:

- Highlands Booster Pump Station Generator - \$69,495
- Lift Station Generator 1 - \$32,588
- Lift Station Generator 2 - \$39,473
- Lift Station Generator 3 - \$64,950
- Lift Station Generator 4 - \$32,588
- Lift Station Generator 5 - \$32,588
- Engineering and Environmental - \$15,000
- Total - \$286,650

These emergency generators will allow the District to provide uninterrupted water and wastewater services in the event of a power outage event, allowing the Highlands Booster Pump Station to continue to provide adequate water supply and pressure to the community of Groveland, reducing the likelihood of contamination and maintaining fire flows. Generators installed on the five sewer lift stations surrounding Pine Mountain Lake will maintain sewer service while preventing sanitary sewer overflows that could contaminate the lake and create a public and environmental health hazard.

Project Narrative

The Groveland Community Services District (GCSD) spans approximately 15 square miles in Tuolumne County along Highway 120, about 26 miles west of Yosemite National Park. The District provides water, sewer, park, and fire services to a boundary that consists of three areas of concentrated population: Groveland, Big Oak Flat, and Pine Mountain Lake. The American Community Survey details the population of the District as 3,147. GCSD serves primarily full time residential and commercial customers, as well as a tourist population influx into GCSD of over 3,000 persons per day to the hotels, vacation rentals, restaurants, and resort facilities. The GCSD service area is considered to be a Disadvantaged Community, with annual Median Household Incomes less than 80% of the Statewide annual Median Household Income.

The District's disaster response reserve is comprised of its designated capital reserve and unrestricted cash balance. The current budgeted capital reserve is \$906,479 annually and the total annual District budget is \$7,587,259. The cash balance in all services is \$8,491,538.

Since July 1, 2019, the District has spent approximately 242 hours in power outage events.

Funding through this program will be used to purchase and install emergency generators at six critical water and wastewater facilities to maintain essential service continuity during PSPS power outages. The first location is the Highlands Booster Pump Station, which fills Tank 5 which pressurizes and distributes potable

water to the Groveland area. During a PSPS event when these pumps cannot operate, system water pressure is immediately reduced, water service interruptions occur, and the threat of contamination from backflow into the aging distribution system and a related public health emergency is significantly increased. Also, GCSD is in a CAL FIRE designated Very High Fire Hazard area. A loss of adequate supply and pressure to this portion of the system caused by a PSPS power loss during extreme fire conditions significantly hampers fire suppression capabilities and increases threats to life and property. An emergency generator installed at this pump site will allow GCSD to maintain water pressure and supply to homes and hydrants during power outages. GCSD will also install emergency power generators at five separate sewer lift (pump) stations owned by GCSD. The generators will provide continuous power to the sewage lift pumps during PSPS events. These lift stations are in drainage areas surrounding and directly adjacent to Pine Mountain Lake and must operate continuously to pump untreated sewage to the GCSD treatment plant. During a PSPS power loss, these lift stations cannot pump sewage, begin to back up immediately and eventually overflow into and contaminating the adjacent lake, which serves as a secondary source of drinking water for the District, and a popular recreational destination for residents and visitors. Overflowing lift stations also expose members of the community to untreated wastewater. The amount requested to furnish and install the six emergency generators at all locations and resolve power outage related emergencies is \$286,650.00.

Emergency Plan

GCSD maintains an Emergency Response Plan (ERP) that includes an Action Plan for events resulting in power outages. According to the ERP, upon the loss of power, GCSD staff must notify the Water Utility Emergency Response Manager, fuel suppliers, critical care customers, and large water users. Key actions from the Action Plan (most omitted due to length of plan) include: assessing fuel supplies for backup generators; estimating potable water requirements under current emergency conditions and determine if the requirements can still be met; starting backup generators as necessary for key system components; arranging for additional power generators and water to be supplied from another source through mutual aid agreements if required; notify priority customers; notifying users of service interruptions if backup pumps are incapable of maintaining supply; monitoring the backup power supply and test battery levels and generator functionality; and compiling an incident report including how the response was managed and suggestions on improving future responses.

Groveland Community Services District hereby attests that power outages, whether resulting from Power Safety Power Shutdown events or for any other reason, are included in the District's emergency response plan. The power outage Action Plan will be revised as needed to include the most up-to-date response plan.

Priority Funding

The GCSD service area is designated as a Disadvantaged community within the guidelines of the California Drinking Water State Revolving Fund and Department of Public Health; wherein they use an average of the two Census Designated Place (CDP) data sets located within the GCSD service area and which results in an annual Median Household Incomes (MHI) less than 80% of the Statewide annual MHI. The MHI of the Groveland Census Designated Place (CDP) is \$20,406 and the Pine Mountain Lake CDP is \$59,441 using 2018 American Community Survey (ACS) 5-year estimates. Housing and Urban Development (HUD) data details that 65% to 80% of households in Big Oak Flat and Groveland are low- to moderate-income in accordance with their criteria. The installation of the generator at the Highlands Booster Pump Station will allow GCSD to continue to provide water to disadvantaged residents in Groveland during a power outage. The lift station generators will allow the District to maintain sewer service during power outages, reducing the risk of environmental contamination while protecting the secondary water source for the District and its residents.

The proposed generators are Tier 3 EPA-Certified for air emissions and will be equipped with a 24-hour integral fuel supply tank. Generators are continuously maintained per manufacturer's recommendations and monitored when operating to ensure proper operation.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6B. Adoption of a Resolution Approving the Revised Cooperative Fire Protection Agreement Between the District and CAL FIRE, Removing the Amador Plan Funding Requirements and Authorizing the General Manager to Sign

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 49-2020 approving the Revised Cooperative Fire Protection Agreement between the District and CAL FIRE, removing the Amador Plan Funding Requirements, and authorizing the General Manager to sign.

BACKGROUND:

In May of 2020, the district approved participating in a three year extension of the cooperative fire protection agreement between Tuolumne County and CALFIRE. Since that time, the County, CALFIRE and the District have agreed that GCSB and the County should have independent contracts with CALFIRE, rather than combined. This contractual arrangement did not provide funding from the County to the District. On September 1, 2020, the County approved its own contract with CALFIRE and on September 16, 2020 the District also approved its CALFIRE contract independent of the County.

Included herein is the proposed new CAL FIRE contract, independent of the County for continued Fire Protection and Emergency Response Services via a Schedule A contract starting July 1, 2020 and ending June 30, 2023. The scope of the Schedule A agreement and cost is identical to that of September 16, 2020 agreement with CALFIRE. This proposed CALFIRE contract does not include District funding for the CAL FIRE Amador station, as that cost has been added to the County's contract. There will be no change in the dispatch, fire investigation and building inspection services provided by the county under the prior contract.

The potential savings to the District by the County assuming the cost of the Amador contract, if approved, is as follows:

FY 20/21 Amador (PS & OE) - \$263,466

FY 21/22 Amador (PS & OE) - \$276,640

FY 22/23 Amador (PS & OE) - \$290,471

TOTAL REDUCTION IN CAL FIRE CONTRACT COST FOR GCSD 2020/21-2022/23 - (up to) \$ 830,577

There are no changes in number of assigned personnel, services rendered or estimated cost between the proposed agreement and the prior agreement. The numbers above reflect a “not-to-exceed” amount and have historically come in under budget. The district has the ability to terminate the contract, with advance notice in the event that there are not financial resources to continue.

It is staff’s recommendation to approve the revised contract with CAL FIRE to provide Fire Protection and Emergency Response Services for the District via its Schedule A contract through June 30, 2023. At the same time, appreciation should be extended by the Board and community to the County staff and Board of Supervisors for assuming the cost of the Amador contract.

ATTACHMENTS:

1. Proposed Agreement with the Department of Forestry and Fire Protection (CAL FIRE) for Fire Protection and Emergency Response Services
2. Resolution 49-2020

FINANCIAL IMPACT:

Reduced expenses of up to \$830,577, which results in a lower budget deficit each year and extended period of time that our financial resources will last to fund the Schedule A contract.

STATE OF CALIFORNIA
AGREEMENT SUMMARY

STD 215 (Rev. 05/2017)

AGREEMENT NUMBER 4CA05040	AMENDMENT NUMBER
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OPTIONAL USE <i>I certify upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>	AMOUNT ENCUMBERED BY THIS DOCUMENT
	PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT
	TOTAL AMOUNT ENCUMBERED TO DATE

ACCOUNTING OFFICER'S SIGNATURE	ACCOUNTING OFFICER'S NAME (Print or Type)	DATE SIGNED
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12. AGREEMENT

AGREEMENT	TERM FROM	TERM THROUGH	TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
Original	07/01/2020	06/30/2023	\$3,329,264.00	EXEMPT
Amendment 1				
Amendment 2				
TOTAL			\$3,329,264.00	

13. BIDDING METHOD USED

- Request for Proposal (RFP) (Attach justification if secondary method is used)
 Use of Master Service Agreement
 Invitation for Bid (IFB)
 Exempt from Bidding (Give authority for exempt status)
 Sole Source Contract (Attach STD. 821)
 Other (Explain) Reimbursement

Note: Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached

14. SUMMARY OF BIDS (List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, EXPLAIN REASON(S) (If an amendment, sole source, or exempt, leave blank)

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?
 Not Applicable. This is a reimbursement agreement with a local agency.

17a. JUSTIFICATION FOR CONTRACTING OUT (Check one)

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified.
 Contracting out is justified based on Government Code 19130(b). When this box is checked, a completed JUSTIFICATION - CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 547.60 must be attached to this document.

17b. EMPLOYEE BARGAINING UNIT NOTIFICATION

- By checking this box, I hereby certify compliance with Government Code section 19132(b)(1).*

AUTHORIZED SIGNATURE	SIGNER'S NAME (Print or Type)	DATE SIGNED
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18. FOR AGREEMENTS IN EXCESS OF \$5,000: Has the letting of the agreement been reported to the Department of Fair Employment and Housing? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	22. REQUIRED RESOLUTIONS ARE ATTACHED <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A 23. IS THIS A SMALL BUSINESS AND/OR A DISABLED VETERAN BUSINESS CERTIFIED BY DGS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes SB/DVBE Certification Number: _____
19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
20. FOR CONSULTING AGREEMENTS: Did you review any contractor evaluations on file with the DGS Legal Office? <input type="checkbox"/> None on file <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR? A. Contractor Certification Clauses <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A B. STD 204 Vendor Data Record <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	

24. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? (If an amendment, explain changes if any)
 No (Explain below) Yes _____ % of Agreement
 Local government agreements are exempt from DVBE requirements per SCM Section 8.12 D.

AGREEMENT SUMMARY

STD 215 (Rev. 05/2017)

AGREEMENT NUMBER 4CA05040	AMENDMENT NUMBER
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25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN THREE YEARS?

No

Yes (If Yes, provide justification below)

This is an ongoing fire protection agreement in which CAL FIRE provides services to and is reimbursed by a local agency. Local agency has control over the approval based on fiscal and board restraints; this includes and extension clause to enable CAL FIRE to provide continuous, uninterrupted protection to local agency.

I certify that all copies of the referenced Agreement will conform to the original agreement sent to the Department of General Services.

SIGNATURE	NAME/TITLE (Print or Type)	DATE SIGNED

AGREEMENT SUMMARY

STD 215 (Rev. 05/2017)

AGREEMENT NUMBER

4CA05040

AMENDMENT NUMBER

JUSTIFICATION - CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 547.60

In the space provided below, the undersigned authorized state representative documents, with specificity and detailed factual information, the reasons why the contract satisfies one or more of the conditions set forth in Government Code section 19130(b). Please specify the applicable subsection. Attach extra pages if necessary.

This is a reimbursement agreement - 19130(b) does not apply.

The undersigned represents that, based upon his or her personal knowledge, information or belief the above justification correctly reflects the reasons why the contract satisfies Government Code section 19130(b).

SIGNATURE	NAME/TITLE(Print or Type)	DATE SIGNED	
PHONE NUMBER	STREET ADDRESS		
EMAIL	CITY	STATE	ZIP
	61		

**COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT**
LG-1 REV. 01/2017

AGREEMENT NUMBER	4CA05040
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME
California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME
Groveland Community Services District

2. The term of this Agreement is: July 1, 2020 through June 30, 2023


3. The maximum amount of this Agreement is: \$ 3,329,264.00
Three Million Three Hundred Twenty Nine Thousand Two Hundred Sixty Four Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	4	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	10	pages
Exhibit E – Description of Other Services	0	pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY

LOCAL AGENCY'S NAME Groveland Community Services District	
BY (Authorized Signature) 	DATE SIGNED(Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Janice Kwiatkowski, President of the Board	
ADDRESS Post Office Box 350, Groveland, CA 95321	

California Department of General Services Use Only

STATE OF CALIFORNIA


AGENCY NAME California Department of Forestry and Fire Protection	
BY (Authorized Signature) 	DATE SIGNED(Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Don Gordon, Assistant Deputy Director, Cooperative Fire Protection, Training & Safety	
ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460	

EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:	Tuolumne-Calaveras	Local Agency:	Groveland Community Services District
Name:	Nick Casci	Name:	Peter Kampa
Phone:	209-754-3831	Phone:	209-962-7161
Fax:	209-754-1959	Fax:	209-962-4943

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Nick Casci	Local Agency:	Groveland Community Services District
Section/Unit:	Tuolumne-Calaveras	Section/Unit:	General Manager
Attention:	Nick Casci	Attention:	Peter Kampa
Address:	785 Mountain Ranch Rd., San Andreas, CA 95249	Address:	Post Office Box 350, Groveland, CA 95321
Phone:	209-754-3831	Phone:	209-962-7161
Fax:	209-754-1959	Fax:	209-962-4943

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

EXHIBIT A
SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.

4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
- 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
 - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
 - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
 - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
 - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
 - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
 - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
 - a. The Director predicts a cash flow shortage, or
 - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
 - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
 - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

- B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.
9. **INDEPENDENT CONTRACTOR:** Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.
11. **TIMELINESS:** Time is of the essence in the performance of this agreement.
12. **COMPENSATION:** The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW:** This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **CHILD SUPPORT COMPLIANCE ACT:** "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:
- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

15. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
- B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
- C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
- D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.

18. **WORKERS COMPENSATION:** (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).

- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
- C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. **CONFLICT OF INTEREST:** LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION:** LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. **AMERICANS WITH DISABILITIES ACT:** LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE:** An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION:** A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION.** STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE.** As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES.** STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION.** "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules

The following Schedules are included as part of this agreement (check boxes if they apply):

- A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

- E. Certification of Insurance - Provider Insurance Certification and/or proof of self-insurance.**

Contractor Name: Groveland Community Services District

Contract No: 4CA05040

Page No.: 17

EXHIBIT D, SCHEDULE A
LOCAL FUNDED – STATE RESOURCES
FISCAL DISPLAY
PRC 4142

NAME OF LOCAL AGENCY: Groveland Community Services District

CONTRACT NUMBER: **4CA05040**

Index: 4400

PCA: 48204

Fiscal Year: 2020/21 to 2022/23

This is Schedule A of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and LOCAL AGENCY.

(See Attached)

Unit: Tuolumne Calaveras

Contract Name: Groveland Community Services District

Agreement Total \$3,329,264

Contract No.: 4CA05040

Page No.: 18

Fiscal Year 20/21	
48204 PS Total	\$1,043,976
48204 OE Total	\$12,095
TOTAL	\$1,056,071

Fiscal Year 21/22 (+5%)	
48204 PS Total	\$1,096,175
48204 OE Total	\$12,700
TOTAL	\$1,108,875

Fiscal Year 22/23 (+5%)	
48204 PS Total	\$1,150,984
48204 OE Total	\$13,335
TOTAL	\$1,164,318

Fiscal Year: 2020	Unit: TCU	Sub Total	\$934,709	Contract Name:	Groveland Community Services District
Index: 4400		Admin	\$109,267	Contract No.:	4CA05040
PCA: 48204		Total	\$1,043,976	Page No.:	19
PRC: 4142		Overtime Total:	\$50,653		

Comments
 This is a Schedule A - PRC 4142 of the Cooperative Agreement, dated July 1, 2020 between the Groveland Community Services District and The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE Unit Chief	Nick Casci
CAL FIRE Region Chief	Dan Johnson

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
1	Fire Captain, Range A	POF	7/1/2020-6/30/2021	12	\$5,720	\$68,640	\$3,155	12	\$37,860	\$64,041	\$0	\$20,838	\$191,379	\$199,446
1	Longevity Pay Differential - 1%	POF		12	\$0	\$686			\$0	\$640		\$0	\$1,327	
1	Education Incentive Pay Differential	POF		12	\$75	\$900			\$0	\$840		\$0	\$1,740	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime					\$5,000			\$0	\$0		\$0	\$5,000	
4	Fire Apparatus Engineer	POF	7/1/2020-6/30/2021	12	\$5,098	\$244,704	\$2,817	12	\$135,216	\$228,309	\$0	\$74,423	\$682,652	\$735,263
4	Education Incentive Pay Differential	POF		12	\$75	\$3,600			\$0	\$3,359		\$0	\$6,959	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF				\$45,000			\$0	\$653		\$0	\$45,653	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime					\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime					\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF				\$0			\$0	\$0		\$0	\$0	
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
					\$0	\$0			\$0	\$0		\$0	\$0	
	Overtime	POF				\$0			\$0	\$0		\$0	\$0	

Fiscal Year: 2020
 Index: 4400
 PCA: 48204
 PRC: 4142

Uniform Benefits	\$154
Sub Total	\$10,804
Admin	\$1,263
Total	\$12,067

Contract Name: Groveland Community Services District
 Contract No.: 4CA05040
 Page No.: 20

Comments

This is a Schedule A - PRC 4142 of the Cooperative Agreement, dated July 1, 2020 between the Groveland Community Services District and The California Department of Forestry and Fire Protection (CAL FIRE)

Category (Pick from List)	Details	Number	Months	Rate	Sub-Total	1.45%	
						Uniform Benefits	Total
UNIFORM ALLOWANCE FOR BU8	Fire Captain	1.00	12.00	\$178	\$ 2,130	\$ 31	\$ 2,161
UNIFORM ALLOWANCE FOR BU8	Engineer	4.00	12.00	\$178	\$ 8,520	\$ 124	\$ 8,644

Contractor Name: Groveland Community Services District

Contract No: 4CA05040

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EXHIBIT D, SCHEDULE B

STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: Groveland Community Services District

This is Schedule B of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2020/21 to 2022/23

(See Attached)

EXHIBIT D, SCHEDULE B
STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: Groveland Community Services District

This is Schedule B of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and Local Agency.

FISCAL YEAR: 2020/21 to 2022/23

ADMINISTRATION

5 Battalion Chiefs

- Twain Harte Battalion
- Groveland Battalion
- Training/Safety Battalion
- Columbia Air Attack Base
- Fire Prevention

CREWS

Standard Station	2 Engines	2 FC, 3 FAE
Twain Harte Station	2 Engines	2 FC, 3 FAE
Green Springs Station	1 Engine	2 FC
Groveland Station	2 Engines	2 FC, 3 FAE
Blanchard Station	1 Engine	2 FC

AIR ATTACK

Columbia AAB	2 Air Tankers	
	1 Air Attack	2 FC, 1 FAE
	1 Helicopter	2 PLT, 5 FC, 2 FAE

BASELINE CONSERVATION CAMP

5 Fire Crews	10 FCB
1 Bulldozer Unit	2 HFEO

FORESTRY TRAINING PROGRAM

5 Training Crews	11 FCB
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EXHIBIT D, SCHEDULE C

**LOCAL FUNDED LOCAL RESOURCES
ASSIGNED TO THE CAL FIRE UNIT**

NAME OF LOCAL AGENCY: Groveland Community Services District

This is Schedule C of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2020/21 to 2022/23

(See Attached)

EXHIBIT D, SCHEDULE C
LOCAL FUNDED RESOURCES

NAME OF LOCAL AGENCY: Groveland Community Services District

This is Schedule C of Cooperative Agreement originally dated July 1, 2020, by and between CAL FIRE of the State of California and Local Agency.

FISCAL YEAR: 2019/2020

PERSONNEL SERVICES	\$	1,451,001
OPERATING AND EXPENSES	\$	122,800
CAPITAL OUTLAY	\$	47,300
INTERNAL LOAN PAYMENT		
GRANTS	\$	166,000
TOTAL DEPARTMENT BUDGET	\$	1,787,101

MEMBER'S CERTIFICATE OF COVERAGE

Issue Date
7/1/2020

Provider Special District Risk Management Authority
1112 'I' Street, Suite 300
Sacramento, California 95814
800.537.7790 www.sdrma.org



Member **Groveland Community Services District**
Post Office Box 350
Groveland, California 95321

Member Number: 6848

This is to certify that coverages listed below have been issued to the Member named above for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document. This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
Property		7/1/2020	7/1/2021	Per Occurrence
Property				\$ 800,000,000
Boiler & Machinery				\$ 800,000,000
Pollution	PPC-SDRMA-202021			\$ 2,000,000
Cyber				Limits on File
				Replacement cost for Scheduled Property
Mobile Equipment	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Mobile/Contractors Equipment				\$ 800,000,000
				Actual cash value for Scheduled Property
General Liability	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Bodily Injury				\$ 10,000,000
Property Damage				\$ 10,000,000
Public Officials Personal				\$ 500,000
Employment Benefits				\$ 10,000,000
Employee/Public Officials E & O				\$ 10,000,000
Employment Practices Liability				\$ 10,000,000
Employee/Public Officials Dishonesty	EDC-SDRMA-202021			\$ 1,000,000
Auto Liability	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Auto Bodily Injury				\$ 10,000,000
Auto Property Damage				\$ 10,000,000
Uninsured Motorist	UMI-SDRMA-202021			Limits on File
Auto Physical Damage	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Auto PD - Comp				Limits on File
Auto PD - Collision				Limits on File
High Dollar Vehicles				Limits on File
Trailer	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Trailer				Limits on File
Workers' Compensation	WCP-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Employers Liability				\$ 5,000,000
Workers' Compensation				Statutory
Endorsements	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Dam Failure Liability				\$ 10,000,000

RESOLUTION 49-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE REVISED COOPERATIVE FIRE PROTECTION AGREEMENT BETWEEN THE DISTRICT AND CAL FIRE, REMOVING THE AMADOR PLAN FUNDING REQUIREMENTS AND AUTHORIZING THE GENERAL MANAGER TO SIGN

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

WHEREAS, the Groveland Community Services District “District” has had a standing relationship with CAL FIRE to provide fire protection and emergency response services since 2012 for the community; and

WHEREAS, the District adopted Resolution 25-2020 which authorized the three year extension of participation in the Cooperative Fire Protection agreement between Tuolumne County and Cal Fire through June 30th 2023; and

WHEREAS, the County and District have determined it mutually beneficial to have separate contracts with CALFIRE for fire protection and emergency response services, and the County entered into such separate contract on September 1, 2020; and

WHEREAS, this relationship with CALFIRE has been mutually beneficial and has provided a great service to the residents of our community; and

WHEREAS, the District adopted Resolution 39-2020 on September 16, 2020, approving its own contract with CAL FIRE independent of the County; and

WHEREAS, subsequent to the approval of the independent CAL FIRE contract, the County Board of Supervisors in its fiscal year 2020/21 budget approved funding the cost of the CAL FIRE Amador contract for the Groveland CAL FIRE station, thereby removing that obligation from the District; and

WHEREAS, CAL FIRE has prepared a revised independent fire protection and emergency response services contract (Schedule A) included herein which removes the responsibility to fund the Groveland CAL FIRE station Amador contract, which will now be funded by the County.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Groveland Community Services District approves Resolution 49-2020 approving the revised Cooperative Fire Protection Agreement between the District and CAL FIRE, removing the Amador Plan Funding Requirements and authorizing the General Manager to sign.

BE IT FURTHER RESOLVED that the appreciation of the taxpayers in the District boundaries be hereby extended to the Tuolumne County Board of Supervisors for

their recognition of the benefit of the Groveland Amador contract to the County as well as District taxpayers, and their agreement to fund the Amador services.

WHEREFORE, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on November 10, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, 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 November 10, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6C. Adoption of a Resolution Approving an Updated and Amended Miscellaneous Fee Schedule Adding Fees and Deposits Related to the District Encroachment Permit Process

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 50-2020 approving an updated and amended Miscellaneous Fee Schedule adding Fees and Deposits related to the District Encroachment Permit process.

BACKGROUND:

The District is required by state law to appropriately charge for its services provided based on a reasonable nexus between the fee charged and the benefit or service received. There are many discretionary services requested and or received by customers at the effort and cost of District staff. These services are not received by all customers universally as a condition of property ownership and are truly available at the discretion of the customer, therefore the procedural requirements of Proposition 218 do not apply.

In 2018, we adopted a miscellaneous fee schedule and began charging customers directly for discretionary services they receive from the District. We have found that several additional services are regularly requested such as encroachment permits and easement abandonments involving dedication of new easement, which require significant staff and engineering effort to complete. Also, contained in our 2010 development policies are deposit and application fee amounts that were not included in the prior adopted fee schedule.

The attached fee schedule includes the proposed new and amended fees, deposits and also the changes in monthly rates and charges previously adopted by separate resolution. Changes are shown in underline and strikeout text for clarity.

ATTACHMENTS:

1. Proposed Fee Schedule
2. Resolution 50-2020

FINANCIAL IMPACT:

None

GROVELAND COMMUNITY SERVICES DISTRICT

Fee Schedule for Fiscal Year ~~2018-2019~~2020-2021

WATER AND SEWER MONTHLY CHARGES

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

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

Sewer Monthly Fixed Rate Service Charges	
Residential	Commercial
\$83.59	\$83.59

Sewer Usage Variable Rate Charges per Gallon	
Residential	Commercial
.01099	.01765

ADMINISTRATIVE SERVICE FEES

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

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

COLLECTIONS PROCESSING FEES

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

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

FIELD SERVICE WORK BY DISTRICT STAFF

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

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

DISTRICT EQUIPMENT RATES

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

FIRE HYDRANT TEMPORARY USE

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

UNAUTHORIZED USE OF DISTRICT FIRE HYDRANTS

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

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

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

NEW METER CHARGES AND WATER SYSTEM PARTICIPATION FEES

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

SEWER SERVICE PARTICIPATION FEES

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

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

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

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PARK FEES

PARK DAY USE FEES	
0-100 People	\$35/day
101-300 People	\$50/day
301-500 People	\$150/day
500 or more "Large Event or PSPS Community Resource Center Fee"	\$500/day
JANITORIAL SERVICES	
0-100 Janitorial Services (minimum two (2) hours)	\$60
101-300 Janitorial Services (minimum three (3) hours)	\$90
301-500 Janitorial Services (minimum four (4) hours)	\$120
500 or more "Large Event" (Required)	\$200

DISTRICT PROPERTY USE FEES	
District Chairs	\$35/day
District Tables	\$35/day
P.A. System	\$45/day
Concession Stand	\$50/day
Lost Key Fee	\$25
Damaged Chair Fee	\$25/chair
Damaged Table Fee	\$50/table
DOG PARK USE FEES	
1-2 Dogs	\$25/calendar year
3 or more	\$35/calendar year

RESOLUTION 50-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN UPDATED AND AMENDED MISCELLANEOUS FEE SCHEDULE ADDING FEES AND DEPOSITS RELATED TO THE DISTRICT ENCROACHMENT PERMIT PROCESS

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, in 2018, the District adopted a miscellaneous fee schedule and began charging customers directly for discretionary services they receive from the District; and

WHEREAS, the District has found that several additional services are regularly requested such as encroachment permits and easement abandonments involving dedication of new easement, which require significant staff and engineering effort to complete; and

WHEREAS, District staff has amended the fee schedule to include fees to cover costs associated with these aforementioned processes.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES approve an updated and amended Miscellaneous Fee Schedule adding Fees and Deposits related to the District Encroachment Permit process.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on November 10, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, 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 November 10, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6D. Consideration of Authorization to Negotiate a Scope of Work and Fee with NBS for the Preparation of the Analysis, Reports and Documentation Necessary for the Formation of a Community Facilities District for New Development within the District

RECOMMENDED ACTION:

Staff recommends the following action:

Move to authorize the General Manager to negotiate a Scope of Work and Fee with NBS for the preparation of the Analysis, Reports and Documentation necessary for the formation of a Community Facilities District for New Development within the District.

BACKGROUND:

Following a lengthy request for proposals process which concluded on June 12th, 2020, the district received and reviewed 8 very qualified proposals from municipal finance planning firms. After committee meetings were held to review the proposals a recommendation was made to the board on August 11th, 2020 to award the contract for the preparation of the development impact fee study to NBS.

NBS is very proficient in a wide variety of municipal finance functions, including the preparation of the documents, reports and analysis necessary for the formation of a community facilities district (CFD). A video produced by NBS on CFD formation is available at the following link: <https://www.nbsgov.com/videos/>. At our October 2020 regular board meeting, the board directed staff to proceed with the creation of a CFD within the district boundaries for the purpose of mitigating the impact of new development projects on our existing fire and park services. There are two main consultants needed for the formation of a CFD, with our legal counsel being one, and the other being a consultant specialized in municipal finance, and in particular the formation of CFD's.

Our policy is related to the procurement of consulting services do not require competitive bidding nor do they require awarding contracts for professional consulting services to the firm with the lowest cost proposal. Having just completed the RFP process for the development impact fee study and our in depth evaluation of the experience and qualifications of NBS, it would be appropriate to negotiate directly with NBS for the work necessary to implement the new CFD. Another option would be to undergo an

additional RFP process to again evaluate qualifications of consulting firms specifically related to community facilities district formation. It is staff's recommendation that we proceed to negotiate with NBS, and if we were able to come to agreement on the scope of work and fee, we will either amend our existing agreement with them for the new work or execute an additional separate agreement for the CFD project.

Should we be successful in our negotiations with NBS, we will provide their proposal and it's cost to the board of directors for approval at the next board meeting.

ATTACHMENTS:

None

FINANCIAL IMPACT:

No cost associated with this action, with the cost of their CFD formation services unknown at this time. The financial impact of consulting services related to the CFD formation will be considered for approval at the December 2020 Board meeting.

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6E. Adoption of a Resolution Adopting the 2016
Tuolumne-Stanislaus Integrated Regional Water Management Plan

RECOMMENDED ACTION:

Staff recommends the following action:

Move to approve Resolution 51-2020 adopting the 2016 Tuolumne-Stanislaus Integrated Regional Water Management Plan.

BACKGROUND:

The District was one of the inaugural members of the Tuolumne Stanislaus Integrated Regional Planning (IRWM) JPA and Watershed Advisory Committee. The District adopted the IRWM Plan in 2013. The IRWMP was updated per state requirements in 2016, and it is requested that this Board once again adopt the updated IRWMP. The updated plan is lengthy, and a link is provided below for document download:

<https://tstan-irwma.org/wp-content/uploads/2019/09/TStan-IRWM-Plan--Fall-2017-Update.pdf>

ATTACHMENTS:

1. Resolution 51-2020
2. <https://tstan-irwma.org/wp-content/uploads/2019/09/TStan-IRWM-Plan--Fall-2017-Update.pdf> (document link)

FINANCIAL IMPACT:

There is no impact in plan adoption, and it is required for the District to receive the recently awarded \$290,000 DWR grant.

RESOLUTION 51-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING THE 2016 TUOLUMNE-STANISLAUS INTEGRATED REGIONAL WATER MANAGEMENT PLAN

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

WHEREAS, the District and other regional water agencies share a common interest in maximizing the beneficial use of water within the Tuolumne-Stanislaus Region and find that would be to their mutual advantage and the public's benefit to coordinate the implementation and funding of the Tuolumne-Stanislaus Integrated Regional Water Management Plan (Plan); and

WHEREAS, in 2002, the California legislature enacted Division 6, Part 2.2, of the California Water Code, known as the Integrated Regional Water Management Planning Act of 2002, for the purpose of encouraging local agencies to work together to manage their available water supplies and to improve the quality, quantity and availability of those supplies; and

WHEREAS, the District is a member of the Tuolumne-Stanislaus Integrated Regional Water Management Region; and

WHEREAS, the TSIRWMA updated the Plan to be consistent with the 2016 IRWM plan standards and was the update was reviewed by Department of Water Resources and found to be consistent with the IRWM Planning Act and related IRWM Plan Standards contained in the 2016 IRWM Program Guidelines; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Groveland Community Services District approves Resolution 51-2020 adopting the 2016 Tuolumne-Stanislaus Integrated Regional Water Management Plan.

WHEREFORE, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on November 10, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, 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 November 10, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6F- TIMED AGENDA ITEM (11:00AM) Presentation of the District's Audited Financial Statements for Fiscal Year 2019/20 by Gilbert and Associates

RECOMMENDED ACTION

Motion to accept the FY 2019/2020 Audited Financial Statements

BACKGROUND

California law requires that the District hire a qualified independent auditing firm to perform an annual audit, or test review of our financial statements to ensure that they are prepared in accordance with Generally Accepted Accounting Principles and various government auditing standards. As the Board cannot possibly be heavily involved in, and fully understanding of the daily financial affairs of the District, the Board hires a Manager and authorizes other staff or consultant positions to handle the routine financial matters. The Board adopts policies to guide how budgets are developed, and how money is spent, accounted for and the results reported to the Board. The auditor, working with management and on behalf of the Board will also test portions of the financial transactions to determine compliance with current Board policy.

Bryant Jolley, CPA was engaged to conduct the audit for the 2019/20 fiscal year, and the final draft audit is attached for your review and acceptance. Gilbert and Associates is an independent financial firm hired by and representing the District to provide an additional level of independent review and internal quality control on the financial statements. A representative from Gilbert and Associates will be in attendance to discuss the audit and answer questions from the Board and public during this meeting.

One of the primary duties of the Board is their fiduciary responsibility with regard to District finances. The Board must establish policies and ensure that the procedures and practices of District management provide the highest level of protection of public funds, and that these funds are invested in appropriate activities and means to achieve the level of service desired by the community, through this Board. The only way for the Board to confirm that this is occurring is to receive accurate and timely financial reporting.

As stated in the audit report, the auditor is not engaged to find every potential flaw in our financial system, but is required to report publicly to the Board if there are material weaknesses or breaches in our financial systems where policy was not followed, or

methods were discovered where a substantial risk of fraud, embezzlement or other financial crimes could occur without immediate notice by management and/or the Board. The auditor will also make findings and recommendations for changes to our financial systems if they feel that material weaknesses could occur, or if there are actions that put the District at financial risk.

The financial statements and the accompanying Management Discussion and Analysis (MD&A) are helpful to inform the Board and public of whether we are accomplishing our financial objectives. Again this year we have increased our net position by investing the water and sewer rates, and rate increases in infrastructure assets and equipment. The MD&A also clearly explains that we have a downward trend in the financial health of the fire services, since the increase in expenses in those services have far outpaced any small increases in property tax revenue; their only source of funding.

This audit again has no negative findings and staff should be commended for the excellent effort.

ATTACHMENTS

- Audited financial statements

FINANCIAL IMPACTS

None

Groveland Community Services District



Tuolumne County
Groveland, California

Financial Statements with
Independent Auditor's Report

Year Ended June 30, 2020

**GROVELAND
COMMUNITY SERVICES DISTRICT**

**TUOLUMNE COUNTY
GROVELAND, CALIFORNIA**

**FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT**

YEAR ENDED JUNE 30, 2020

GROVELAND COMMUNITY SERVICES DISTRICT

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FINANCIAL SECTION

INDEPENDENT AUDITOR’S REPORT

To the Board of Directors
Groveland Community Services District
Groveland, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Groveland Community Service District (District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements as listed in the table of contents.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Groveland Community Services District, as of June 30, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

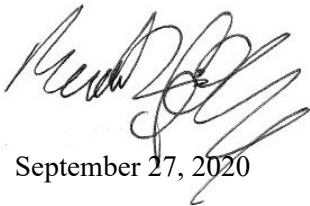
Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis and Budgetary Comparison Schedules, Schedule of Changes in the District’s Net OPEB Liability and Related Ratios, Schedule of the District’s Proportionate Share of the Net Pension Liability and Schedule of Contributions on pages 3 - 11 and pages 42 – 46 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2020, on our consideration of the District’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District’s internal control over financial reporting and compliance.



September 27, 2020

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

California law establishes the structure and process for governance, management and administration of the Groveland Community Services District (District or GCSD), and its financial affairs. A five member Board of Directors are elected at large from within the District boundaries, to serve four year staggered terms. The Board appoints a General Manager who is responsible for the day to day management of the District financial affairs, administered in accordance with policies adopted by the Board.

FINANCIAL POLICIES AND GUIDELINES

The financial integrity of GCSD is of utmost importance. Maintaining fiscal stability is a critical component of the overall financial plan. GCSD is accountable to its ratepayers and the public for the use of public funds. Resources should be used wisely to ensure adequate funding for services, public facilities and infrastructure necessary to meet present and future needs. GCSD's financial policies and guidelines provide the backbone for making financial decisions and a benchmark for monitoring financial activities.

General Financial Policy Guidelines

The GCSD Board has adopted financial policies to provide a framework to guide the District's decision-making with respect to operations, budgeting, debt issuance, and financial planning. These guidelines provide overview policy guidelines in the areas of general, revenue, budgeting and expenses, reserves, investments, debt management, capital improvements, purchasing and fixed assets.

These policies require that:

- The District will manage its financial assets in a sound and prudent manner.
- The District will maintain and further develop programs to assure its long-term ability to pay all the costs necessary to provide the level and quality of service required by its customers.

These policies are to promote sound financial management and to ensure that its finances are managed in a manner, which will:

- Support the continued delivery of quality services,
- Ensure the District's stability, efficiency and effectiveness in accomplishing the Board of Director's goals and objectives,
- Maintain a balanced budget annually to ensure that the District is operating within its revenue constraints, even when faced with fluctuating service demands, and
- Maintain adequate reserves necessary to meet known and unknown future obligations.

The financial policies of the District are summarized below:

Investment Policy

The District's *Investment Policy* follows California Government Code objectives of safety, liquidity and yield (in that priority order). Annually during the budget development process of each year, the policy is reviewed and readopted by the Board of Directors to ensure GCSD's Investment Policy is up-to-date with current regulations. The General Manager also serves as the District's Treasurer who annually reviews the Investment Policy and as necessary, submits recommended revisions to the Board for their annual consideration and approval. The investing process is carefully monitored to ensure compliance with the Investment Policy and other applicable regulations.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

Budget Policy

The budget policy defines the budget process for both the operating and CIP budgets. This policy provides guidance to District personnel performing budgetary process functions. The policy requires balanced budgets, which will serve as a financial plan to promote financial stability while accomplishing the Board's goals and objectives.

Reserve Policy

The District's *Reserve Policy*, is designed to distinguish between Legally Restricted Reserves and Board Designated Reserves, establish distinct purposes for each reserve category, set funding targets and accumulation levels for reserves, and identify events or conditions prompting use. The Reserve Policy provides guidance for establishing, funding and using reserves to meet known future obligations and unforeseen needs as deemed prudent and/or required by agreement. As available and deemed appropriate, Board Designated Reserves are funded to reserves in the following broad categories: operational and contingencies, capital facilities and equipment, and debt service.

Debt Management Policy

The policy is intended to provide guidance for debt structure, its justification and evaluation. The primary objective of the Debt Management Policy is to establish conditions for the use of debt and to create procedures and policies that minimize GCSD's debt service and issuance costs, retain the highest practical credit rating, and maintain full and complete financial disclosure and reporting.

Procurement Policy

The District's *Expense Authorization* policy provides the framework and guidelines for District purchases and contracts. This policy covers all District procurement activities (commodity and service purchases and public works contracts) and adheres to Government Code Section 54202 that requires local governmental agencies to adopt policies and procedures including "bidding regulations, governing purchases of supplies and equipment."

DISTRICT ADMINISTRATION AND RELATED EXPENSES

All GCSD administrative, or overhead expenses are budgeted annually in their own category for transparency and evaluation purposes. The salary and benefits of office staff, office expense, insurance, board expenses and other basic costs incurred to administer the affairs of the District, regardless of the services provided, are accounted for in the administrative expense. As a standard practice in allocating District administrative expenses, costs are distributed to the various services provided, at an allocation percentage based on the level of administrative effort that goes into delivering the respective service.

Beginning in 2018/19, GCSD began allocating the administrative expenses to each of its service funds based on an appropriate percentage of benefit derived. Prior to 2018/19, GCSD distributed the administrative expense only to the water, sewer and fire services, with very little to nothing, charged to park service expenses. There is most obviously a benefit derived by the park service by sharing office administrative expenses with other services; since if these services were provided by a separate special district, there would be expenses for a separate office, staff and Board expenses in an amount that would certainly exceed the shared administrative expenses of a CSD.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

As management of the District, we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the year ended June 30, 2020. We encourage the readers to consider the information presented here in conjunction with the District's basic financial statements, which immediately follow this section. We also encourage readers to attend GCSD Board meetings to become familiar with District governance and operations and to provide public input. The Board meets in regular session on the second Tuesday of each month. Regular meetings are held at 10:00 a.m. at the District Office, 18966 Ferretti Road, Groveland, California. Board meetings are open to the public, and all meeting agendas and supporting materials are available on the District website at www.gcsd.org.

OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis provided here are intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes required supplementary information intended to furnish additional detail to support the basic financial statements.

- **Government-wide financial statements**, which comprise the first two statements presented, provide both short-term and long-term information about the District's overall financial position. These statements are intended to provide the reader with a broad overview of the District's finances in a manner that is similar to that used by private-sector businesses.
 - The statement of net position presents financial information on all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Increases or decreases in the net position of the District over time are indicators of whether its financial position is improving or deteriorating, respectively.
 - The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses may be reported in the current period for some items that will only result in cash flows in future fiscal periods, or for which the cash flows have already occurred.
 - Both the statement of net position and the statement of activities distinguish between two types of activities carried out by the District: governmental activities, which are principally supported by property taxes, and business-type activities, which are intended to recover all or a significant portion of their costs through charges for services. The governmental activities of the District include fire protection and parks and recreation. The business-type activities of the District include water, sewer, and the Davis-Grunsky fund.
- **Fund financial statements**. A fund is a grouping of related accounts that is used to maintain separate accountability for resources that have been segregated for specific activities or objectives. All of the funds of the District can be divided into three categories: governmental funds, proprietary funds, and the fiduciary fund.
 - **Governmental funds** are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds focus on near-term inflows and outflows of spendable

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

resources. Such information may be useful in assessing a government's near-term financial requirements and legal compliance. Because this information does not encompass the additional long-term focus of the government-wide statements, a reconciliation to the governmental fund statements is provided to explain the differences (or relationships) between them.

- **Proprietary funds** – The District's proprietary funds, which are enterprise funds, are used to report the same functions presented as business-type activities in the government-wide financial statements, only in more detail.
- **Fiduciary fund** – The District is responsible for the administration of the Improvement Districts (Sewer Assessment Districts Nos. 3 and 4) formed under the Municipal Improvement Act of 1911. The District is not obligated to repay the special assessment debt of these special assessment districts. Tuolumne County (County) functions as an agent for the property owners by collecting assessments and forwarding collections to the special assessment debt holders. The County has sufficient funds on hand to pay off these debts.
- **Notes to the financial statements**, which are included in the financial statements, provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.
- **Required supplementary information** provides further explanations and additional support for the financial statements. The District's budget to actual comparisons for the year are included for the Fire Protection Fund and the Parks and Recreation Fund (major special revenue funds).

GOVERNMENT-WIDE OVERALL FINANCIAL ANALYSIS

Net Position

Net position over time may serve as a useful indicator of a government's financial position. For the District as a whole, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$12,717,057 as of June 30, 2020. This amount represents the District's net position.

The largest portion (57%) of the District's net position reflects its investment in capital assets (e.g., land, construction in progress, structures and improvements, furnishing and equipment, and vehicles) less any related outstanding debt that was used to acquire those assets. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources used to pay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining balance of \$5,466,428 is unrestricted and may be used to meet the District's ongoing obligations. The District accounts for this unrestricted fund balance separately for Water, Sewer, (the Business Type Activities), and Fire and Park Services (the Government Type activities), based on amounts budgeted and spent each year in accordance with adopted fund balance and reserve policies.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2020

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Current assets and other assets	\$ 1,030,058	\$ 1,319,138	\$ 9,343,489	\$ 7,554,086	\$ 10,373,547	\$ 8,873,224
Capital assets	<u>754,697</u>	<u>752,135</u>	<u>13,013,778</u>	<u>13,073,258</u>	<u>13,768,475</u>	<u>13,825,393</u>
Total assets	<u>1,784,755</u>	<u>2,071,273</u>	<u>22,357,267</u>	<u>20,627,344</u>	<u>24,142,022</u>	<u>22,698,617</u>
Total deferred outflows of resources	<u>37,486</u>	<u>33,137</u>	<u>850,879</u>	<u>1,061,292</u>	<u>888,365</u>	<u>1,094,429</u>
Long-term liabilities	184,709	172,076	10,302,740	11,326,697	10,487,449	11,498,773
Other liabilities	<u>18,211</u>	<u>105,529</u>	<u>490,205</u>	<u>449,286</u>	<u>508,416</u>	<u>554,815</u>
Total liabilities	<u>202,920</u>	<u>277,605</u>	<u>10,792,945</u>	<u>11,775,983</u>	<u>10,995,865</u>	<u>12,053,588</u>
Total deferred inflows of resources	<u>195,122</u>	<u>21,589</u>	<u>1,122,343</u>	<u>184,089</u>	<u>1,317,465</u>	<u>205,678</u>
Net position:						
Net investment in capital assets	754,697	752,135	6,495,932	7,319,531	7,250,629	8,071,666
Unrestricted	<u>669,502</u>	<u>1,053,081</u>	<u>4,796,926</u>	<u>2,409,033</u>	<u>5,466,428</u>	<u>3,462,114</u>
Total net position	<u>\$ 1,424,199</u>	<u>\$ 1,805,216</u>	<u>\$11,292,858</u>	<u>\$ 9,728,564</u>	<u>\$ 12,717,057</u>	<u>\$ 11,533,780</u>

Changes in Net Position

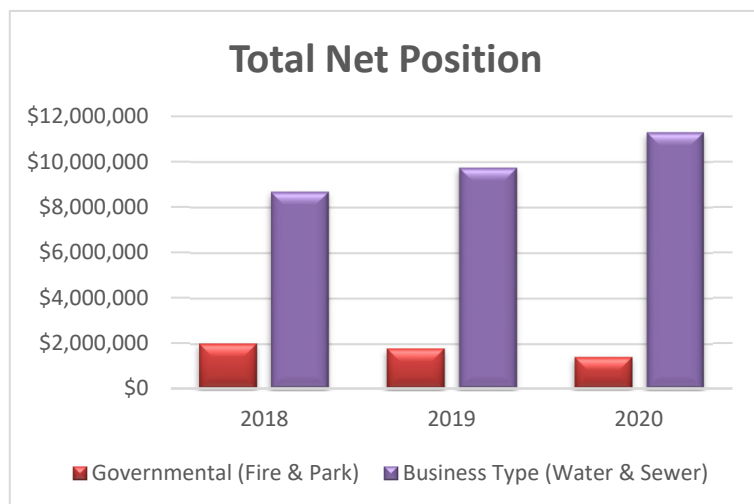
The net position of the District as a whole was \$12,717,057 as of June 30, 2020. This is an overall increase in net position of \$1,183,277 from the prior year. Total investment in capital assets of \$7,250,629 represents the net book value of capital assets, less bonds payable plus unspent bond proceeds. Total net position increased mainly due to the increase in net position for the Water Fund and Sewer Fund in which the reserves will be used for future capital projects as noted in the "Factors Bearing on the District's Future" section of the MD&A.

Governmental activities – The net position for governmental activities as of June 30, 2020 was \$1,424,199. This is an overall decrease in net position of \$381,017 from the prior year; primarily the result of expenses increasing at a higher rate than the growth in property tax revenue. Management has taken various actions to reduce expenses to neutralize the effect on governmental activities. Property values continue to increase slightly due to real estate market changes and higher overall assessed valuation, and therefore property tax revenue increased by 3.6%, \$42,679 in FY2020. Total expenses exceeded total revenues which accounts for the decrease in net position. This is also due to a decrease in grants received in FY2019 as reimbursement from FEMA and CalOES for storm damages to the park.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

Business-type activities – For the District’s business-type activities the net position as of June 30, 2020 was \$11,292,858 as shown below. This is an overall increase in net position of \$1,564,294 from the prior year. Total revenues exceeded expenses which accounts for the increase in net position. This is due to an



increase in base monthly and commodity rates for services for fiscal year 2019/2020, which were implemented to improve the cash position of the District and provide additional cash for investments in replacing and upgrading fixed assets, such as infrastructure and equipment. The rate increases were also necessary to provide the cashflow necessary to qualify for the maximum grants and other state and federal funding assistance received for improvement projects.

	Governmental Activities		Business-Type Activities		Total	
	2020	2019	2020	2019	2020	2019
Program revenues:						
Charges for services	\$ 2,515	\$ 1,710	\$ 5,540,485	\$ 5,208,038	\$ 5,543,000	\$ 5,209,748
Capital grants and contributions	-	167,008	431,844	243,008	431,844	410,016
General revenues:						
Property taxes	1,219,417	1,176,738	3,755	3,786	1,223,172	1,180,524
Interest income	20,905	14,731	57,084	41,431	77,989	56,162
Other revenues	129,129	84,099	35,544	860	164,673	84,959
Loss on disposal of capital asset	-	(50,361)	-	(22,251)	-	(72,612)
Total revenues	<u>1,371,966</u>	<u>1,393,925</u>	<u>6,068,712</u>	<u>5,474,872</u>	<u>7,440,678</u>	<u>6,868,797</u>
Expenses:						
Public safety	1,585,136	1,274,331	-	-	1,585,136	1,274,331
Parks and recreation	167,847	331,678	-	-	167,847	331,678
Water	-	-	2,791,551	2,516,717	2,791,551	2,516,717
Davis-Grunsky	-	-	(314)	(113)	(314)	(113)
Sewer	-	-	1,713,181	1,898,708	1,713,181	1,898,708
Total expenses	<u>1,752,983</u>	<u>1,606,009</u>	<u>4,504,418</u>	<u>4,415,312</u>	<u>6,257,401</u>	<u>6,021,321</u>
Change in net position	(381,017)	(212,084)	1,564,294	1,059,560	1,183,277	847,476
Net position - beginning	<u>1,805,216</u>	<u>2,017,300</u>	<u>9,728,564</u>	<u>8,669,004</u>	<u>11,533,780</u>	<u>10,686,304</u>
Net position - ending	<u>\$ 1,424,199</u>	<u>\$ 1,805,216</u>	<u>\$ 11,292,858</u>	<u>\$ 9,728,564</u>	<u>\$ 12,717,057</u>	<u>\$ 11,533,780</u>

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT’S DISCUSSION AND ANALYSIS JUNE 30, 2020

Designated Reserves - Also funded by the water and sewer rate increases were water and sewer infrastructure and equipment replacement reserves established beginning in fiscal year 2015/16 for the water fund and in 2018/19 for the sewer fund. The designated reserves were created specifically to fund annually budgeted equipment and infrastructure expenses, with any remaining amount of the annual allocations set aside to accumulate to fund future important projects. In addition to any budgeted capital outlay, the designated sewer reserves established a \$100,000 set aside specifically to fund infrastructure replacement or improvements required. A summary of the designated reserves are shown below:

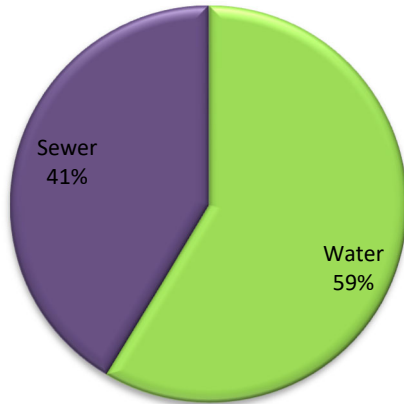
Infrastructure and Equipment Reserves Summary Report			
Fiscal Year	Water (Designated Annual Capital Outlay)	Sewer (Designated Annual Capital Outlay)	Sewer (Designated Annual Infrastructure Reserve)
2015/16	\$450,000	\$0	\$ -
2016/17	\$463,500	\$0	\$ -
2017/18	\$477,405	\$0	\$ -
2018/19	\$491,727	\$300,000	\$ 100,000
2019/20	\$506,479	\$300,000	\$ 100,000
Total	\$2,389,111	\$600,000	\$200,000
Capital Expenditures	\$ 2,809,647	\$ 995,081	\$ -
Grants Received	\$ (1,224,613)	\$ (568,384)	\$ -
Reserve Balance	\$ 804,077	\$ 173,303	\$ 200,000

The reserve funds have provided for the upgrade and replacement of \$3,804,728 in equipment and infrastructure since established, including the leveraging of \$1,792,997 in grant funding and resulted in a total accumulated reserve through June 30, 2020 of \$1,177,380.

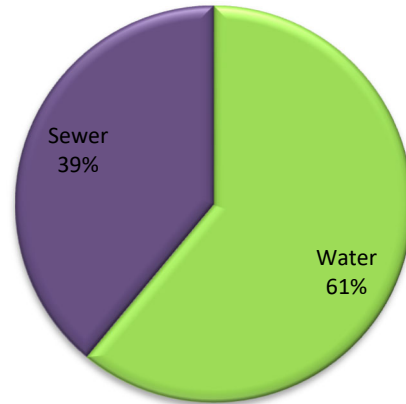
GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

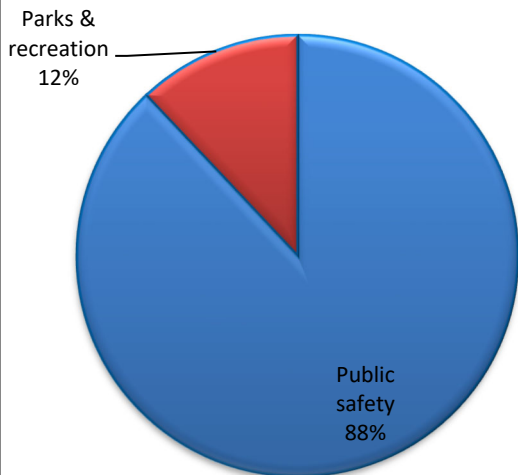
FY 20 Charges for Services for Business-type Activities



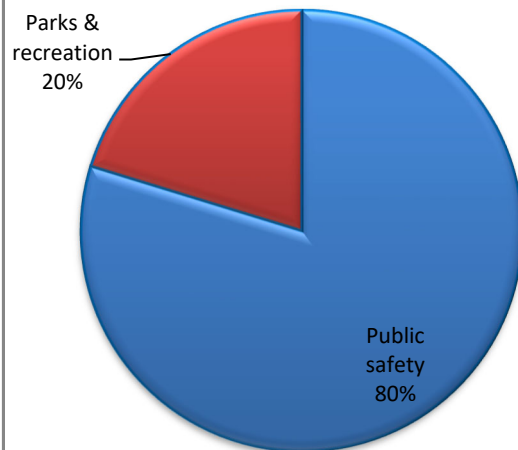
FY 19 Charges for Services for Business-type Activities



FY 20 Revenue for Governmental Activities



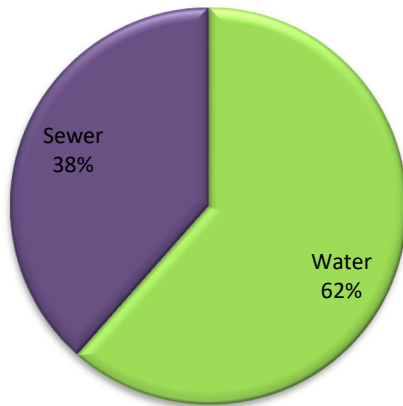
FY 19 Revenue for Governmental Activities



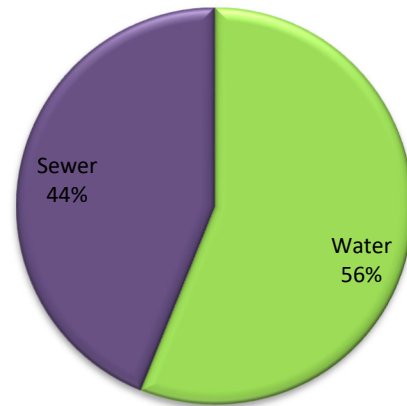
GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

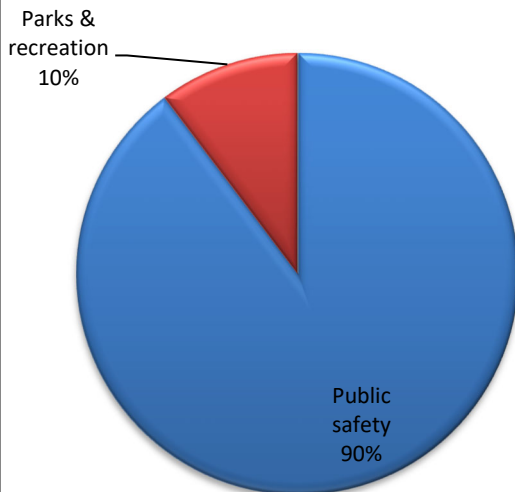
**FY 20 Operating Expenses
for
Business-type Activities**



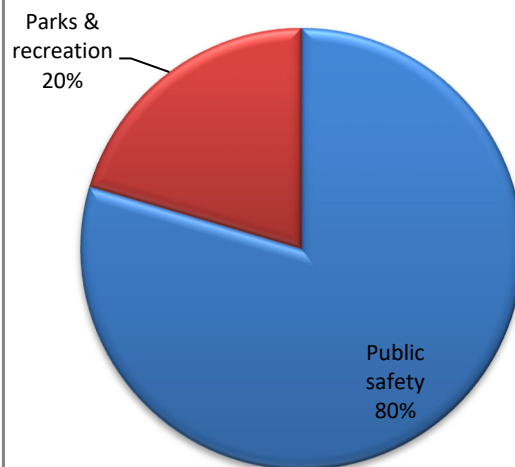
**FY 19 Operating Expenses
for
Business-type Activities**



**FY 20 Expenses for
Governmental Activities**



**FY 19 Expense for
Governmental Activities**



GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

Changes in Net Fund Balance/Net Position

Governmental fund balances

Fire Fund – A special benefit assessment for the fire department expired in June 2012, resulting in a reduced funding level for the fire department. The District subsequently eliminated its fire department staff positions and entered into a contractual agreement (Schedule A Contract) with CAL FIRE for the operation of the fire department, that began April 1, 2013. This contractual arrangement initially reduced expenses, but was quickly determined to not provide adequate staffing to achieve industry standard services year-round. Therefore, to maintain adequate firefighting resources, the District entered into agreement in 2014 with CAL FIRE to provide year-round staffing at their Merrell Road station (Amador Contract).

The budgeted cost of the Schedule A and Amador contract has exceeded available property tax revenue each year, however the actual amount billed by CAL FIRE has historically been well under budget. In addition, due to serious drought conditions from 2014 through 2017 which resulted in an extended state fire season, no Amador Contract expenses were incurred in those years and therefore revenue and expenses were in balance. In the 2018/19 and again in the 2019/20 fiscal year, the Amador contract expense was billed by CAL FIRE and the Schedule A billing began increasing by over 5% per year which approached the amount budgeted, causing the fund balance to be drawn down to balance revenue and expenses for the year. In the 2019/20 fiscal year, the fire department fund balance was depleted by \$204,905. The District estimates that without additional revenue, the remaining fire department cash will be depleted in less than three years.

Considering the fire department budget deficit, inability to replace critical equipment and inability to reduce expenses further and continue to provide required staffing, the District completed an update of its fire department master plan to identify required immediate and long term expenses to meet established fire protection and emergency response standards and evaluate department revenue options. Concurrently in this fiscal year, the District hired professional consultants to determine, develop and place before the voters a revenue measure to ensure that fire services are adequately funded into the future. Due to the Covid-19 Pandemic and its negative economic impact locally, the fire revenue measure planned for 2020 was placed on hold.

In addition, as recommended in the updated 2020 Fire Master Plan, the District has been negotiating with the County of Tuolumne for funding assistance to offset the expense and impact of providing fire protection and emergency response services for an increasing 911 call volume occurring outside the District boundaries, predominantly in the county's responsibility area, as a result of the District's via its automatic/mutual aid agreement. The District, County Fire Department and independent fire districts in Tuolumne County have begun collaborating on the formation of a Joint Powers Authority to place a countywide fire services funding measure on the ballot in June 2021. Funding from a tax measure, combined with funding assistance provided by Tuolumne County if both are successful, will result in a significantly improved financial position for the fire department in the future. Failure of either or both of these funding initiatives will result in the need to reduce fire department staffing and response areas, which also reduces service level to a point where firefighter and public safety is compromised and the department becomes ineffective in addressing many emergency situations.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

Park Fund – The park services benefit from the administrative services of the District, which include shared Board, management and office expenses. In the 2018/19 and 2019/20 fiscal years, the District allocated approximately 5% of the majority of administrative expenses to the park services, to accurately reflect the benefit received in accordance with law. This administrative expense allocation change coupled with flood damage repairs completed over the last two fiscal years significantly increased the overall park expense budget. Reduction in other expenses in 2019/20 resulted in a \$3,143 increase in fund balance.

Business Type Activity Funds

The **Water Fund** generated operating income of \$667,546 and a net decrease from nonoperating activities of \$125,506 for a total increase in net position of \$542,040. The primary nonoperating item was interest expense of \$149,446 on long-term debt.

The **Sewer Fund** generated operating income of \$665,995 and a net increase from nonoperating activities of \$351,955 for a total increase in net position of \$1,017,950. The primary nonoperating items were state grant revenue of \$423,164 and interest expense of \$57,084 on long-term debt.

Change in Fund Balance/Net Position

	<u>2020</u>	<u>2019</u>	<u>Increase (Decrease)</u>
Governmental Fund Balance:			
Fire protection	\$ 897,485	\$ 1,102,390	\$ (204,905)
Parks and recreation	114,362	111,219	3,143
Enterprise Net Position:			
Water	6,310,757	5,768,717	542,040
Davis-Grunsky	13,287	8,983	4,304
Sewer	4,968,814	3,950,864	1,017,950

CAPITAL ASSETS

At June 30, 2020 the District has invested \$13,768,475 in capital assets. This amount represents a net decrease of \$56,918 from last year. The decrease in capital assets was primarily a result of \$1,030,414 related to the annual depreciation expense offset by capital asset additions of \$973,496. The most significant additions to the capital assets during this fiscal year are detailed below:

Assets Shared by Multiple Services

- Purchased a global positioning system (GPS) unit and related equipment to accurately map infrastructure locations
- Replacement of the roof on the Operations building at the District administrative complex
- New mechanic tools
- Purchase of a construction water trailer

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2020

Water Service

- Big Creek Water Treatment Plant Improvements:
 - Turbine pump rebuild
 - Building roof replacement
 - Ultraviolet (disinfection) system analyzer
- Alternate Water Supply Treatment Plant (AWS) Tank 2 Booster installation (construction in progress)
- Tank 4 variable frequency drive replacement
- Booster pump valve replacement

Sewer Service

- Wastewater treatment plant stormwater diversion flume restoration
- Purchase and installation of an industrial washer and dryer for uniforms and other items soiled with wastewater
- Rebuilding of wastewater treatment plant sludge return pump
- Rebuilding of wastewater treatment plant chlorine system
- Replacement of wastewater treatment plant flowmeter
- Replacement sewer lift station pump
- Lift station #10 electrical control upgrades
- Lift station #11 power pole replacement
- Replacement of a failed section of sewer main crossing Rattlesnake Creek

Fire

- Purchase and installation of a self contained breathing apparatus (SCBA) Fill Station for the fire station
- Purchase of a used fire engine to be leased to the state to generate fire department revenue

Park

- Upgrades to the park amphitheater

Investments in Capital Assets

	<u>2020</u>	<u>2019</u>	<u>Increase (Decrease)</u>
Land	\$ 468,436	\$ 468,436	\$ -
Structures and improvements	32,870,827	32,332,717	538,110
Furniture and equipment	2,860,631	2,661,944	198,687
Vehicles	1,409,511	1,401,511	8,000
Construction in progress	1,359,828	1,131,129	228,699
Accumulated depreciation	<u>(25,200,758)</u>	<u>(24,170,344)</u>	<u>(1,030,414)</u>
Total	<u>\$ 13,768,475</u>	<u>\$ 13,825,393</u>	<u>\$ (56,918)</u>

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

LONG-TERM DEBT

At June 30, 2020, the District has \$10,487,449 in long-term debt, including the net pension liability and net OPEB liability. The changes to long-term debt are primarily attributable to scheduled principal payments and the change in the net pension liability and net OPEB liability.

The District also completed the following debt refunding and debt issuance during the year ended June 30, 2020:

The District issued the 2019 Wastewater Revenue Refunding Bonds (2019 Wastewater Refunding) dated December 10, 2019 in the amount of \$1,906,811 with an interest rate of 2.840% to refinance the Wastewater Revenue Refunding Bonds, Series 2014 bonds (2014 Wastewater Revenue Refunding). Payments are due semiannually on July 10 and January 10. Final maturity is on July 20, 2026. The refunding reduced the District's debt service payments by \$483,155 and provided for an economic gain (difference between the present value of the old and new debt service payments) of approximately \$71,543 in aggregate through the end of the loan term in 2026.

The District issued the 2019 Wastewater Revenue Installment Sale Agreement (2019 Wastewater Installment Sale) dated December 10, 2019 in the amount of \$1,511,053, with an interest rate of 3.350% for the immediate replacement and improvement of the Wastewater Treatment Plant Headworks, recycled wastewater irrigation system and wastewater collection system lift station #2. Payments are due semiannually on July 10 and January 10. Final maturity is on July 10, 2039. The project will be constructed in 2021 and is intended to replace outdated and failed equipment, reduce operation and maintenance costs, increase operating efficiency and reduce treatment plant odor production.

The District provides pension benefits to its employees through the Groveland Community Services District Miscellaneous Plan, a cost-sharing multiple-employer defined benefit pension plan maintained by CalPERS, an agency of the State of California. Qualified employees are covered under the Miscellaneous 2.7% at 55 for classic employees and 2% at 62 for PEPRAs employees in the Risk Pool (the Plan). CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. As of June 30, 2020, the District's proportionate share of the Plan's net pension liability was \$2,576,825, which is determined by an actuary annually. The District is evaluating refinancing methods to further reduce its CalPERS Unfunded Accrued Liability.

For certain employees hired before July 1, 2016, the District offers a retiree healthcare plan that provides other postemployment health, dental, and vision care benefits for eligible retired employees and their dependents through the retiree healthcare plan (the Plan). The District, through the authorization of their Board of Directors, elected to establish an irrevocable trust for the Plan through the California Employers' Retiree Trust (CERBT) fund, an agent multiple-employer plan, administered by CalPERS. The CERBT has pooled administrative and investment functions, while separate employer accounts are maintained to prefund and pay for health care or other postemployment benefits in accordance with the terms of the participating employers' plans. The CERBT offers three investment strategies for employers to choose from depending on their expected levels of return and volatility. Benefit provisions are established by the District. As of June 30, 2020, the District's net OPEB liability was \$418,332 which is determined by an actuary annually. As a cost control measure, the District eliminated this benefit for employees hired after July 1, 2016.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2020

	<u>2020</u>	<u>2019</u>	<u>Increase (Decrease)</u>
Installment sales agreements and bonds, net	\$ 4,109,885	\$ 6,935,116	\$ (2,825,231)
Net OPEB obligation	418,332	2,082,536	(1,664,204)
Compensated absences	118,077	82,398	35,679
Net pension liability	2,576,825	2,388,940	187,885
Other long-term debt	<u>3,264,330</u>	<u>9,783</u>	<u>3,254,547</u>
Total	<u>\$ 10,487,449</u>	<u>\$ 11,498,773</u>	<u>\$ (1,011,324)</u>

FACTORS BEARING ON THE DISTRICT'S FUTURE

At the time these financial statements were prepared, factors affecting the District's future included:

Fire Services – The District continued its contract with CAL FIRE for the operation of the Fire Department, and for the second consecutive year as predicted, the expenses associated with the Schedule A and Amador CAL FIRE contracts exceeded the available annual property tax allocation, causing a drawdown of fund balance reserves. The community experienced enhanced services with the expanded CAL FIRE contract (Amador Contract) to include year round staffing of the seasonal Fire Station (Station B), for which the District budgets the maximum cost share based on estimates provided by CAL FIRE. The cost of staffing this station is funded by the state during the (state) declared fire seasons, and by the District during non-fire season; typically November through April annually. During the 2016/17 and 2017/18 fiscal years, the state fire season was extended to year-round which resulted in their payment of the entire cost of Station B operations, and no related expense to the District. In 2018/19 and 2019/20 the state declared an end to fire season in fall of each year, resulting in the District funding the cost of Station B operations and the associated decline in net position in each of those fiscal years.

It is estimated that the cost associated with the CAL FIRE Schedule A and Amador Contract will increase by approximately 5% annually, at minimum over the next three years through June 30, 2024. It is also estimated that Fire Department revenue will increase at approximately 2% during this same period, resulting in further reductions in net position and cash unless additional revenue is secured to balance the budget. The District's Government (Fire) Fund balances could be depleted within the next two to three years. Options to reduce expenses include discontinuing the Amador contract, which will reduce fire department staffing available in non-wildfire season, and will cause extensive delays in structure firefighting capabilities. The District is currently working cooperatively with Tuolumne County to potentially secure their funding assistance on the Amador Contract, as recommended in the 2020 Fire Master Plan. Elimination of the Amador Contract expense alone will not balance department expense and revenue, as the cost of the Schedule A contract alone will soon exceed total revenue available. Therefore, an increase in Fire Department revenue is critical to maintain services at the current level.

In addition, GCSO maintains over \$4.7 million in Fire Department capital assets, including fire engines, buildings, tools and safety equipment. Recent past budgets have not included funding for the short and long term replacement of fire department equipment. In January 2020 the Board

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2020

adopted the Fire Department capital asset replacement schedule which revealed that a \$274,000 annual expense is required to replace critical department equipment and facilities as they wear out. The amount of funding available to the District for its Fire Department is inadequate to fund replacement of the capital assets. The Board subsequently adopted the updated Fire Master Plan in March 2020 which recommended a number of actions related to department finances, as listed below:

1. Pursue a cost reimbursement or direct funding assistance from Tuolumne County for the expense associated with providing fire services outside the District boundaries, including the Amador Contract costs. District management is actively collaborating with the county on cost sharing.
2. Pursue a fire special tax or assessment to fund the structural fire department deficit and to cover the cost of CAL FIRE contracts and equipment replacement. The District is actively working with Tuolumne County and the other fire districts in the county in formation of a Joint Powers Authority to place a special parcel tax on the ballot countywide in June 2021.
3. Evaluate cost sharing agreements with Tuolumne County regarding services provided to new land development projects. District management is working with the county to assist in identifying appropriate cost and service level impact mitigation.

It is management's estimation that achieving success in all three actions listed will result in a balanced Fire Department budget and the ability to fully fund the necessary equipment replacement schedule.

Park Services – As with Fire services, the expense of delivering basic park services including building and facility maintenance and repair, cleaning, insurance and other necessary expenses exceed the amount of property tax funding available. There is not adequate reserve funding available to sustain Park services into the future. The District is currently evaluating various revenue producing options to fund park services into the future. The District is also evaluating the implementation of Park capital improvement projects that will reduce maintenance costs and increase future revenue potential.

Water Services – The District has completed the planning and design process for a large-scale Water System Replacement Project which will improve the water distribution lines in the Groveland- Big Oak Flat area; funded with a \$405,000 state grant. The planning process resulted in engineered plans and specifications, state permits and environmental approvals necessary to construct the project should adequate grant and/or loan funding be awarded. The District has applied for project funding to the State Drinking Water State Revolving Fund and to the Community Development Block Grant program as a subrecipient to the County of Tuolumne. In addition, a state grant funding contract has been received for \$3.4 million for the rehabilitation of two clear well water storage tanks, which will begin construction in the 2020/2021 fiscal year. The District is nearing completion of its Water System Master Plan, which will contain a long and short term Capital Improvement/Replacement Plan; and for which the District will establish appropriate fees and charges, and seek funding and financing. Cash generated from recent increases to customer water rates will be used to leverage grant funds, make loan and debt service payments, and generate reserve funds for capital projects.

Sewer Services – The District has completed planning a large-scale Sewer System Replacement Project which will improve the sewer collection lines in various locations throughout the District's sewer system. This planning process was funded through a state grant in the amount of \$399,000.

GROVELAND COMMUNITY SERVICES DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2020

The planning process resulted in preliminary engineering, state permits and environmental approvals necessary to support an application for state funding for project construction, which has been submitted. A \$5.8 million state grant and loan funding agreement is expected early in the 2020/2021 fiscal year, and construction will begin immediately thereafter. The District also secured a \$1,511,053 low interest loan as discussed in the Long Term Debt section above, for the purpose of constructing improvements to the wastewater treatment plant to increase operating efficiency and reduce the production of odors. Engineering design has been completed for the project and construction will begin in early 2021. Cash generated from recent increases to customer sewer rates will be used to leverage grant funds, make loan and debt service payments, and generate reserve funds for capital projects.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, ratepayers, taxpayers, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions regarding this report or need additional financial information, contact Peter Kampa, General Manager, Groveland Community Services District, 18966 Ferretti Rd., Groveland, CA 95321.

GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF NET POSITION JUNE 30, 2020

	Governmental Activities	Business-type Activities	Totals
ASSETS:			
Cash and equivalents	\$ 1,319,106	\$ 7,713,324	\$ 9,032,430
Restricted cash and equivalents		700,087	700,087
Accounts receivable	1,977	639,053	641,030
Internal balances	(291,025)	291,025	
Depreciable capital assets (net)	699,440	11,240,771	11,940,211
Nondepreciable capital assets	55,257	1,773,007	1,828,264
Total assets	1,784,755	22,357,267	24,142,022
DEFERRED OUTFLOW OF RESOURCES:			
Deferred outflow of resources related to pensions	19,093	601,962	621,055
Deferred outflows of resources related to OPEB	18,393	98,829	117,222
Deferred amount on debt refunding		150,088	150,088
Total deferred outflow of resources	37,486	850,879	888,365
LIABILITIES:			
Accounts payable and accrued liabilities	18,011	346,832	364,843
Interest payable		125,532	125,532
Deposits payable	200	17,841	18,041
Long-term liabilities, due within one year	8,265	961,463	969,728
Long-term liabilities, due in more than one year		6,522,564	6,522,564
Net OPEB obligation, due in more than one year	65,638	352,694	418,332
Net pension liability, due in more than one year	110,806	2,466,019	2,576,825
Total liabilities	202,920	10,792,945	10,995,865
DEFERRED INFLOW OF RESOURCES:			
Deferred inflow of resources related to pensions	15,766	158,604	174,370
Deferred inflow of resources related to OPEB	179,356	963,739	1,143,095
Total deferred inflow of resources	195,122	1,122,343	1,317,465
NET POSITION:			
Net investment in capital assets	754,697	6,495,932	7,250,629
Unrestricted	669,502	4,796,926	5,466,428
Total net position	\$ 1,424,199	\$ 11,292,858	\$ 12,717,057

The accompanying notes are an integral part of these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2020

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Capital Grants & Contributions	Governmental Activities	Business-type Activities	Totals
Governmental Activities:						
Public safety	\$ 1,585,136			\$ (1,585,136)		\$ (1,585,136)
Parks and recreation	167,847	\$ 2,515		(165,332)		(165,332)
Total Governmental Activities	<u>1,752,983</u>	<u>2,515</u>		<u>(1,750,468)</u>		<u>(1,750,468)</u>
Business-type Activities:						
Water	2,791,551	3,256,867	\$ 8,680		\$ 473,996	473,996
Davis-Grunsky	(314)				314	314
Sewer	1,713,181	2,283,618	423,164		993,601	993,601
Total Business-type Activities	<u>4,504,418</u>	<u>5,540,485</u>	<u>431,844</u>		<u>1,467,911</u>	<u>1,467,911</u>
Total Primary Government	<u>\$ 6,257,401</u>	<u>\$ 5,543,000</u>	<u>\$ 431,844</u>	<u>(1,750,468)</u>	<u>1,467,911</u>	<u>(282,557)</u>
General Revenues (Expenses):						
Property taxes				1,219,417	3,755	1,223,172
Interest earnings				20,905	57,084	77,989
Other revenue				129,129	35,544	164,673
Total general revenues				<u>1,369,451</u>	<u>96,383</u>	<u>1,465,834</u>
Change in net position				(381,017)	1,564,294	1,183,277
Net position - beginning				<u>1,805,216</u>	<u>9,728,564</u>	<u>11,533,780</u>
Net position - ending				<u>\$ 1,424,199</u>	<u>\$ 11,292,858</u>	<u>\$ 12,717,057</u>

The accompanying notes are an integral part of these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

BALANCE SHEETS GOVERNMENTAL FUNDS JUNE 30, 2020

	Fire Protection	Parks and Recreation	Total Governmental Funds
ASSETS:			
Cash and equivalents	\$ 992,328	\$ 326,778	\$ 1,319,106
Accounts receivable	656	1,321	1,977
Total assets	\$ 992,984	\$ 328,099	\$ 1,321,083
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued liabilities	\$ 6,472	\$ 11,539	\$ 18,011
Deposits payable		200	200
Due to other funds	89,027	201,998	291,025
Total liabilities	95,499	213,737	309,236
Fund balances:			
Committed:			
Fire protection	897,485		897,485
Parks and recreation		114,362	114,362
Total fund balances	897,485	114,362	1,011,847
Total liabilities and fund balances	\$ 992,984	\$ 328,099	\$ 1,321,083

The accompanying notes are an integral part of these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEETS TO THE STATEMENT OF NET POSITION JUNE 30, 2020

Total fund balance, governmental funds \$ 1,011,847

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. This is the amount, net of accumulated depreciation, included in the statement of net position. 754,697

In the governmental funds, deferred outflows and inflows of resources relating to pensions and OPEB are not reported because they are applicable to future periods. In the governmental activities statement of net position, deferred outflow and inflows of resources are reported as follows:

Deferred outflow of resources related to pensions	19,093
Deferred inflow of resources related to pensions	(15,766)
Deferred outflow of resources related to OPEB	18,393
Deferred inflow of resources related to OPEB	(179,356)

Compensated absence, net OPEB liability and the net pension liability are not due and payable in the current period and, therefore, are not reported as liabilities in the governmental funds. Long-term liabilities are included in the governmental activities in the statement of net position. (184,709)

Total net position, governmental activities \$ 1,424,199

GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2020

	Fire Protection	Parks and Recreation	Total Governmental Funds
REVENUES:			
Property taxes	\$ 1,121,864	\$ 97,553	\$ 1,219,417
Interest earnings	14,882	6,023	20,905
Charges for services		2,515	2,515
Other revenues	70,345	58,784	129,129
Total revenues	1,207,091	164,875	1,371,966
EXPENDITURES:			
Public safety	1,364,948		1,364,948
Parks and recreation		145,053	145,053
Capital outlay	47,048	16,679	63,727
Total expenditures	1,411,996	161,732	1,573,728
Excess of revenues over expenditures	(204,905)	3,143	(201,762)
Net change in fund balance	(204,905)	3,143	(201,762)
Fund balances - beginning of year	1,102,390	111,219	1,213,609
Fund balances - end of year	\$ 897,485	\$ 114,362	\$ 1,011,847

GROVELAND COMMUNITY SERVICES DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2020

Net change in fund balances - total governmental funds	\$ (201,762)
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Amounts reported for governmental activities and in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of these assets are allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay expenditures are added back to fund balances	\$ 63,729	
Depreciation expense not reported in governmental funds	<u>(61,167)</u>	2,562

In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on an accrual basis. The difference between accrual basis pension costs and employer contributions was:

	(148,918)
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In governmental funds, retiree benefit costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are measured on an accrual basis. The difference between accrual basis OPEB costs and employer contributions was:

	(30,402)
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Increases/decreases in compensated absences are not recorded as expenditures in governmental funds because they are not expected to be liquidated with current financial resources. In the statement of activities, changes in compensated absences are recognized as expenses.

	<u>(2,497)</u>
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Change in net position of governmental activities	<u>\$ (381,017)</u>
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GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF NET POSITION PROPRIETARY FUNDS JUNE 30, 2020

	Business-type Activities Enterprise Funds			Totals
	Water Fund	Davis-Grunsky Fund	Sewer Fund	
ASSETS:				
Cash and equivalents	\$ 4,147,458	\$ 18,893	\$ 3,546,973	\$ 7,713,324
Restricted cash and equivalents	700,087			700,087
Due from other funds	6,478		284,547	291,025
Accounts receivable	278,779		360,274	639,053
Depreciable capital assets (net)	6,686,631		4,554,140	11,240,771
Nondepreciable capital assets	808,752		964,255	1,773,007
Total assets	12,628,185	18,893	9,710,189	22,357,267
DEFERRED OUTFLOW OF RESOURCES:				
Deferred outflow of resources related to pensions	341,461		260,501	601,962
Deferred outflow of resources related to OPEB	67,610		31,219	98,829
Deferred amount on debt refunding	117,896		32,192	150,088
Total deferred outflow of resources	526,967		323,912	850,879
LIABILITIES:				
Accounts payable and accrued liabilities	175,061		171,771	346,832
Interest payable	75,417		50,115	125,532
Deposits payable	16,341		1,500	17,841
Long-term liabilities, due within one year	599,610	5,606	356,247	961,463
Long-term liabilities, due in more than one year	3,569,317		2,953,247	6,522,564
Net OPEB Obligation, due in more than one year	241,283		111,411	352,694
Net pension liability, due in more than one year	1,418,446		1,047,573	2,466,019
Total liabilities	6,095,475	5,606	4,691,864	10,792,945
DEFERRED INFLOW OF RESOURCES:				
Deferred inflow of resources related to pensions	89,612		68,992	158,604
Deferred inflow of resources related to OPEB	659,308		304,431	963,739
Total deferred inflow of resources	748,920		373,423	1,122,343
NET POSITION:				
Net investment in capital assets	4,204,069		2,291,863	6,495,932
Unrestricted	2,106,688	13,287	2,676,951	4,796,926
Total net position	\$ 6,310,757	\$ 13,287	\$ 4,968,814	\$ 11,292,858

The accompanying notes are an integral part of these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION PROPRIETARY FUNDS YEAR ENDED JUNE 30, 2020

	Business-type Activities Enterprise Funds			Totals
	Water Fund	Davis-Grunsky Fund	Sewer Fund	
	Fund	Fund	Fund	
OPERATING REVENUES:				
Charges for services	\$ 3,220,030		\$ 2,270,835	\$ 5,490,865
Other	36,837		12,783	49,620
Total operating revenues	3,256,867		2,283,618	5,540,485
OPERATING EXPENSES:				
Salaries and wages	681,374		228,221	909,595
Payroll expenses	407,125		294,725	701,850
Utilities	253,390		94,916	348,306
Supplies, equipment, and materials	262,351		124,226	386,577
Repairs and maintenance	177,307		105,746	283,053
Professional services	180,510		136,759	317,269
Licenses and permits	7,665		21,392	29,057
Insurance	56,701		38,489	95,190
Miscellaneous	31,558		15,328	46,886
Communications	8,136		5,942	14,078
Employee development	22,472		29,708	52,180
Janitorial	9,283		5,030	14,313
Rents and leases	7,448			7,448
Memberships, dues, and subscriptions	9,735		6,585	16,320
Depreciation	474,266		510,556	984,822
Total operating expenses	2,589,321		1,617,623	4,206,944
Operating income	667,546		665,995	1,333,541
NONOPERATING REVENUES (EXPENSES):				
Property taxes		\$ 3,755		3,755
State revenue	8,680		423,164	431,844
Interest earnings	40,971	235	15,878	57,084
Interest expense	(149,446)	314	(57,025)	(206,157)
Amortization	(29,312)		(3,389)	(32,701)
Other expenses	(23,472)		(10,144)	(33,616)
Cost of issuance			(25,000)	(25,000)
Other income	27,073		8,471	35,544
Total nonoperating revenues (expenses)	(125,506)	4,304	351,955	230,753
Change in net position	542,040	4,304	1,017,950	1,564,294
Net position - beginning, as restated	5,768,717	8,983	3,950,864	9,728,564
Net position - ending	\$ 6,310,757	\$ 13,287	\$ 4,968,814	\$ 11,292,858

The accompanying notes are an integral part of these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS YEAR ENDED JUNE 30, 2020

	Business-type Activities			Totals
	Enterprise Funds			
	Water Fund	Davis-Grunsky Fund	Sewer Fund	
CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash received from customers	\$ 3,285,934		\$ 2,274,704	\$ 5,560,638
Cash payments to suppliers for goods and services	(1,029,255)		(577,237)	(1,606,492)
Cash payments to/on behalf of employees	(1,055,423)		(816,294)	(1,871,717)
Net cash provided by operating activities	1,201,256		881,173	2,082,429
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Cash received from grants	8,680		423,164	431,844
Cash received from taxes and assessments		\$ 3,795		3,795
Cash received from other nonoperating	27,073		8,471	35,544
Cash payments for other nonoperating	(23,472)		(10,144)	(33,616)
Net cash provided by non-capital and related financing activities	12,281	3,795	421,491	437,567
CASH FLOW FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Purchase of capital assets	(219,349)		(705,993)	(925,342)
Interest (paid) on long-term debt	(159,001)	314	(51,490)	(210,177)
Principal paid on long-term debt	(520,231)	(4,177)	(279,140)	(803,548)
Payment to refunding escrow agent			(2,220,581)	(2,220,581)
Cost of issuance			(25,000)	(25,000)
Proceeds from refunding debt			3,417,864	3,417,864
Net cash provided by (used by) capital and related financing activities	(898,581)	(3,863)	135,660	(766,784)
CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest on investments	40,971	235	15,878	57,084
Net increase in cash and cash equivalents	355,927	167	1,454,202	1,810,296
Cash and cash equivalents - beginning of year	4,491,618	18,726	2,092,771	6,603,115
Cash and cash equivalents - end of year	\$ 4,847,545	\$ 18,893	\$ 3,546,973	\$ 8,413,411
RECONCILIATION TO THE STATEMENT OF NET POSITION:				
Cash and equivalents	\$ 4,147,458	\$ 18,893	\$ 3,546,973	\$ 7,713,324
Restricted cash and equivalents	700,087			700,087
Cash and cash equivalents - end of year	\$ 4,847,545	\$ 18,893	\$ 3,546,973	\$ 8,413,411

(Continued)

The accompanying notes are an integral part of these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS YEAR ENDED JUNE 30, 2020 (Continued)

	Business-type Activities Enterprise Funds			Totals
	Water Fund	Davis-Grunsky Fund	Sewer Fund	
CASH FLOWS FROM OPERATING ACTIVITIES:				
Operating income	\$ 667,546		\$ 665,995	\$ 1,333,541
Reconciliation of operating income to net cash provided (used) by operating activities				
Depreciation expense	474,266		510,556	984,822
(Increase) decrease in:				
Accounts receivable	32,856		(8,914)	23,942
Due from other funds	(3,528)			(3,528)
Deferred outflows of resources	105,372		306,779	412,151
Increase (decrease) in:				
Accounts payable and accrued liabilities	25,095		24,051	49,146
Due to other funds			439	439
Deposits payable	(3,789)			(3,789)
Compensated absences	15,371		17,811	33,182
Net pension liability	88,950		63,992	152,942
Net OPEB obligation	(844,951)		(794,446)	(1,639,397)
Deferred inflows of resources	644,486		94,910	739,396
Net cash provided by operating activities	\$ 1,201,674	\$	\$ 881,173	\$ 2,082,847

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

A. ACCOUNTING POLICIES

The basic financial statements of the Groveland Community Services District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

The District was formed in 1953, pursuant to the Community Services District Law of the State of California (Division 2 of Title 6 of the Government Code, Section 61600). The District provides water, sewer, fire, and park services throughout the District. The District's financial and administrative functions are governed by a Board of Directors (the Board) elected by the voting population within the District. The District is a separate legal reporting entity in Tuolumne County.

The District has reviewed criteria to determine whether other entities with activities that benefit the District should be included within its financial reporting entity. The criteria include, but are not limited to, whether the entity exercises oversight responsibility (which includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters), the scope of public service, and a special financing relationship.

The District has determined that no other outside entity meets the above criteria, and therefore, no agency has been included as a component unit in the District's financial statements. In addition, the District is not aware of any entity that would exercise such oversight responsibility that would result in the District being considered a component unit of that entity.

C. BASIS OF PRESENTATION

Government-wide financial statements – The statement of net position and the statement of activities display information about the District as a whole. These statements include the financial activities of the primary government.

The government-wide statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of proprietary fund financial statements, but differs from the manner in which the governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are, therefore, clearly identifiable to a particular function. Certain indirect expenses are allocated to the funds based on relative percentages. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

meeting the operational requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund financial statements – Fund financial statements report more detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a flow of current financial resources measurement focus. The financial statements for governmental funds include a balance sheet, which generally includes only current assets and current liabilities, and a statement of revenues, expenditures, and changes in fund balances, which reports on the sources (i.e. revenues and other financing sources) and uses (i.e. expenditures and other financing uses) of current financial resources.

All proprietary fund types are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position. The statement of revenues, expenses, and changes in fund net position presents increases (i.e. revenues) and decreases (i.e. expenses) in net position. The statement of cash flows provides information about how the District finances and meets the cash flow needs of its proprietary activities.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

D. BASIS OF PRESENTATION

Basis of accounting refers to when transactions are recorded in the financial records and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental fund financial statements use the modified accrual basis of accounting. Proprietary uses the accrual basis of accounting.

Expenses/Expenditures – Under the accrual basis of accounting, expenses are recognized at the time they are incurred. However, the measurement focus of governmental fund accounting is on decreases in the net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized on governmental fund financial statements.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available for use, it is the District's policy to first apply the expenditure toward restricted fund balance and then to other, less restrictive classifications - committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

E. FUND ACCOUNTING

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major funds as follows:

Major Governmental Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specific purposes. The District maintains the following major special revenue funds:

The **Fire Protection Fund** is used to account primarily for property taxes allocated for fire protection services throughout the District.

The **Parks and Recreation Fund** is used to account primarily for property taxes allocated for recreation services throughout the District.

Major Proprietary Funds

Proprietary Funds – Enterprise Funds are used to account for a government's ongoing operation and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges. The District maintains the following major proprietary funds:

The **Water Fund** is used to account for all activity associated with water services throughout the District.

The **Davis-Grunsky Fund** is used to account for all activity associated with the Davis-Grunsky loans.

The **Sewer Fund** is used to account for all activity associated with waste water services throughout the District.

F. BUDGET AND BUDGETARY ACCOUNTING

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all of the District's governmental funds. By State Law, the Board must approve a tentative budget no later than June 30 and adopt a final budget no later than August 31. A public hearing must be conducted to receive comments prior to adoption.

These budgets are revised by the Board during the fiscal year to give consideration to unanticipated income and expenditures. The original and final revised budgets for the Fire Protection and Parks and Recreation funds are presented as required supplementary information in these financial statements.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

G. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflow of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual amounts could differ from those estimates.

H. CASH AND EQUIVALENTS

The District considers all highly liquid investments with a maturity of three months or less at the time of purchase to be cash equivalents.

I. CAPITAL ASSETS

Purchased capital assets are stated at historical cost or estimated historical cost when original cost is not available. Donated capital assets are recorded at their estimated fair value at the date of donation. The District's policy is to capitalize all capital assets with costs exceeding a minimum threshold of \$2,500. Depreciation is recorded using the straight-line method over the estimated useful lives of the capital assets. The estimated useful lives are as follows:

Structures and Buildings	20-50 years
Improvements	10-50 years
Furnishings and Equipment	3-10 years
Vehicles	5-20 years

J. DEFERRED OUTFLOW/INFLOWS OF RESOURCES

In addition to assets, liabilities and net position, the statement of net position reports separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of resources that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. Conversely, deferred inflows of resources represent an acquisition of resources that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time.

The District's deferred amount on debt refunding, resulting from the difference in the carrying value and reacquisition price of the refunded debt, is reported as deferred outflows of resources and is amortized over the shorter of the life of the refunded debt or refunding bond.

Contributions made to the District's pension and OPEB plan(s) after the measurement date but before the fiscal year end are recorded as a deferred outflow of resources and will reduce the net pension liability and total OPEB liability in the next fiscal year.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Additional factors involved in the calculation of the District's pension and OPEB expenses and liabilities include the differences between expected and actual experience, changes in assumptions, differences between projected and actual investment earnings, changes in proportion, and differences between the District's contributions and proportionate share of contributions. These factors are recorded as deferred outflows and inflows of resources and amortized over various periods. See Notes 5 and 6 for further details related to these pension and OPEB deferred outflows and inflows.

K. PENSIONS

For purposes of measuring the net pension liability, deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's portion of the California Public Employees' Retirement System (CalPERS) Miscellaneous plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's (OPEB Plan) and additions to/deductions from OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	July 1, 2019
Measurement Date	June 30, 2019
Measurement Period	July 1, 2018 to June 30, 2019

M. COMPENSATED ABSENCES

An employee accumulates vacation and sick leave time in accordance with the personnel policies handbook. Vacation and sick time vested and accrued depends on years of service and date of hire by the District. Vacation may be accumulated up to 8 weeks and is paid in full upon termination or retirement. Employee can accumulate up to 300 hours of sick leave, but unused sick leave is compensable at one half the total sick time accrued upon termination or retirement.

N. FUND BALANCES

Committed fund balances are set aside for specific purposes by the District's highest level of decision-making authority (the Board) pursuant to formal actions taken, such as a majority vote or resolution. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specific use through the same type of formal action taken to establish the commitment.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

O. PROPERTY TAXES

The District receives property taxes from the County of Tuolumne (County), which has been assigned the responsibility for assessment, collection, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on January 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments, on November 1 and February 1, and are delinquent after December 10 and April 10.

Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

Based on a policy by the County called the Teeter Plan, 100% of the allocated taxes are transmitted by the County to the District, eliminating the need for an allowance for uncollectible accounts. The County, in return, receives all penalties and interest on the related delinquent taxes.

P. LONG-TERM OBLIGATIONS

The District reports long-term obligations of governmental funds at face value in the government-wide financial statements. Long-term obligations payable from proprietary funds are reported on the proprietary fund financial statements and the government-wide financial statements.

2. CASH AND EQUIVALENTS

Cash and equivalents as of June 30, 2020, are classified in the accompanying financial statements as follows:

Statement of net position:	
Cash and equivalents	\$ 9,032,430
Restricted cash and equivalents	<u>700,087</u>
Total cash and equivalents	<u>\$ 9,732,517</u>

Cash and equivalents as of June 30, 2020, consist of the following:

Cash with financial institutions	\$ 1,690,021
Cash on hand	500
Cash and equivalents with LAIF	5,407,127
Money market	<u>2,634,869</u>
Total cash and equivalents	<u>\$ 9,732,517</u>

Local Agency Investment Fund

The District is a voluntary participant the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. Separate complete financial statements are available at P.O. Box 942809, Sacramento, CA 94209-0001.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Investments Authorized by the California Government Code and the District's Investment Policy

The table below identifies the investment types that are authorized per the District's investment policy and allowed per the California Government Code. The table also identifies certain provisions of the California Government Code that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Reverse Repurchase Agreements & Securities Lending Agreements	92 days	20 % of the base value of the portfolio	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	None
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	None
Time Deposits	5 years	None	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	\$50 Million

Investments Authorized by Debt Agreements

Investments held by trustees are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy. The table below identifies the investment types that are authorized for investments held by trustees. The table also identifies certain provisions of the debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Investment pools authorized under CA Statutes governed by Government Code	N/A	None	\$50 million
U.S. Treasury Obligations/Bills	5 years	None	None
Bank Savings Account	N/A	25%	None
Federal Agencies	5 years	75%	None
Commercial Paper	180 days	20%	None
Negotiable Certificates of Deposit	180 days	20%	None
Re-purchase Agreements	180 days	20%	None
Corporate Debt	5 years	25%	None
Money Market Accounts	N/A	None	None

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District has no investments that are highly sensitive to interest rate fluctuations.

Derivative Investments

The District did not directly enter into any derivative investments. Information regarding the amount invested in derivatives by the County Treasury was not available.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Concentration of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There are no investments (other than U.S. Treasury securities, mutual funds, and external investment pools) in any one issuer that represents 5% or more of total District investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits that are made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amounts deposited by the public agencies.

District deposits held with financial institutions and with fiscal agents in excess of federal depository insurance limits are in accounts collateralized by securities held by the pledging financial institution that total \$4,071,677.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

3. CAPITAL ASSETS

Governmental Activities:

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance	Additions	Deductions	Balance
	July 1, 2019			June 30, 2020
Capital assets, not being depreciated:				
Land	\$ 48,044			\$ 48,044
Construction in Progress	<u> </u>	\$ 7,213		<u>7,213</u>
Total capital assets, not being depreciated	<u>48,044</u>	<u>7,213</u>		<u>55,257</u>
Capital assets, being depreciated:				
Structures and improvements	1,149,202	15,720		1,164,922
Furnishings & Equipment	264,622	32,796		297,418
Vehicles	<u>699,754</u>	<u>8,000</u>		<u>707,754</u>
Total capital assets, being depreciated	2,113,578	56,516		2,170,094
Total accumulated depreciation	<u>(1,409,487)</u>	<u>(61,167)</u>		<u>(1,470,654)</u>
Total capital assets, being depreciated, net	<u>704,091</u>	<u>(4,561)</u>		<u>699,440</u>
Governmental activities capital assets, net	<u>\$ 752,135</u>	<u>\$ 2,562</u>	<u>\$</u>	<u>\$ 754,697</u>

For the year ended June 30, 2020, depreciation expense was charged to functions as follows:

Governmental activities:	
Public safety	\$ 41,572
Parks and recreation	<u>19,595</u>
Total depreciation expense	<u>\$ 61,167</u>

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Business-Type Activities:

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance July 1, 2019	Additions	Deductions	Balance June 30, 2020
Capital assets, not being depreciated:				
Land	\$ 420,392			\$ 420,392
Construction in progress	1,131,129	\$ 251,883	\$ (30,397)	1,352,615
Total capital assets, not being depreciated	<u>1,551,521</u>	<u>251,883</u>	<u>(30,397)</u>	<u>1,773,007</u>
Capital assets, being depreciated:				
Structures and improvements	31,183,515	522,390		31,705,905
Equipment	2,397,322	181,466	(15,575)	2,563,213
Vehicles	701,757			701,757
Total capital assets, being depreciated	<u>34,282,594</u>	<u>703,856</u>	<u>(15,575)</u>	<u>34,970,875</u>
Total accumulated depreciation	<u>(22,760,857)</u>	<u>(984,822)</u>	<u>15,575</u>	<u>(23,730,104)</u>
Total capital assets, being depreciated, net	<u>11,521,737</u>	<u>(280,966)</u>		<u>11,240,771</u>
Business-type activities capital assets, net	<u>\$ 13,073,258</u>	<u>\$ (29,083)</u>	<u>\$ (30,397)</u>	<u>\$ 13,013,778</u>

4. LONG-TERM DEBT

Long-term liability activity for the governmental activities the year ended June 30, 2020 was as follows:

Governmental Activities	Balance at June 30, 2019	Additions	Retirements	Balance at June 30, 2020	Due within one year
Compensated absences	\$ 5,768	\$ 2,497		\$ 8,265	\$ 8,265
Total	<u>\$ 5,768</u>	<u>\$ 2,497</u>	<u>\$</u>	<u>\$ 8,265</u>	<u>\$ 8,265</u>

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Long-term liability activity for the business-type activities the year ended June 30, 2020 was as follows:

<u>Business-type Activities</u>	<u>Balance at June 30, 2019</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2020</u>	<u>Due within one year</u>
February 2014 Revenue Refunding Bonds	\$ 2,743,980		\$ (280,782)	\$ 2,463,198	\$ 291,124
June 2014 Revenue Refunding Bond	2,305,000		(2,305,000)		
2013 Installment Sales Agreement	1,886,136		(239,449)	1,646,687	249,448
Davis-Grunsky Act loans	9,783		(4,177)	5,606	5,606
2019 Wastewater Installment Sale		\$ 1,511,053	(4,601)	1,506,452	55,835
2019 Wastewater Refunding		1,906,811	(154,539)	1,752,272	249,638
Compensated absences	<u>76,630</u>	<u>33,182</u>		<u>109,812</u>	<u>109,812</u>
Total	<u>\$ 7,021,529</u>	<u>\$ 3,451,046</u>	<u>\$ (2,988,548)</u>	<u>\$ 7,484,027</u>	<u>\$ 961,463</u>

The District entered into an Installment Sale Agreement, dated February 1, 2013 (2013 Installment Sale Agreement) in the amount of \$3,117,831, with an interest rate of 3.7%, to refund the 1998 Installment Sale Agreement causing the prepayment by the Groveland/Tuolumne Financing Authority of all of the outstanding Groveland/ Tuolumne Financing Authority Groveland Capital Facilities Refunding Revenue Bonds Issue of 1998 (1998 Bonds.) Payments are due semiannually on July 10 and January 10. Final maturity is on January 10, 2026.

The District issued the Water Revenue Refunding Bonds, Series 2014, dated February 1, 2014 (February 2014 Revenue Refunding Bonds) in the amount of \$4,024,000, with an interest rate of 3.65%, to refund the May 2007 Installment Sale Agreement. Payments are due semiannually on July 10 and January 10. Final maturity is on July 10, 2027.

The District issued the Wastewater Revenue Refunding Bonds, Series 2014, dated June 1, 2014 (June 2014 Revenue Refunding Bond) in the amount of \$3,450,000, with an interest rate of 3% through July 10, 2022 and then 4.15% through July 10, 2027, to refund the June 2007 Installment Sales Agreement. Payments were due semiannually on July 10 and January 10. This bond was fully refunded December 2019 with the 2019 Wastewater Revenue Refunding bonds as noted below and is considered legally defeased.

The District issued the 2019 Wastewater Revenue Refunding Bonds (2019 Wastewater Refunding) dated December 10, 2019 in the amount of \$1,906,811 with an interest rate of 2.840% to current refund the Wastewater Revenue Refunding Bonds, Series 2014 bonds (2014 Wastewater Revenue Refunding). Payments are due semiannually on July 10 and January 10. Final maturity is on July 20, 2026. The refunding reduced the District's debt service payments by \$483,155 and provided for an economic gain (difference between the present value of the old and new debt service payments) of approximately \$71,543 in aggregate.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

The District issued the 2019 Wastewater Revenue Installment Sale Agreement (2019 Wastewater Installment Sale) dated December 10, 2019 in the amount of \$1,511,053, with an interest rate of 3.350% for the immediate replacement and improvement of the Wastewater Treatment Plant Headworks, recycled wastewater irrigation system and wastewater collection system lift station #2. Payments are due semiannually on July 10 and January 10. Final maturity is on July 10, 2039.

Other Long-Term Debt

The District entered into a David-Grunsky Act Loan in the amount of \$102,000 with an interest rate of 2.5%, payable semiannually, principal payable annually on December 1. Final maturity is on December 1, 2021. As of June 30, 2020, the principal balance was \$5,606.

Annual debt service requirements for the business-type activities are as follows:

<u>Fiscal Year Ending</u> <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2021	\$ 851,651	\$ 185,395	\$ 1,037,046
2022	873,388	165,535	1,038,923
2023	906,173	145,175	1,051,348
2024	937,130	124,074	1,061,204
2025	967,611	102,281	1,069,892
2026-2030	1,983,156	238,583	2,221,739
2031-2035	416,389	112,800	529,189
2036-2040	438,717	37,557	476,274
Total	<u>\$ 7,374,215</u>	<u>\$ 1,111,400</u>	<u>\$ 8,485,615</u>

5. DEFINED BENEFIT PENSION PLAN

The District provides pension benefits to its employees through the California Public Employees' Retirement System (CalPERS) Miscellaneous Plan, a public agency cost-sharing multiple-employer defined benefit pension plan. CalPERS is an agency of the State of California. Qualified employees are covered under the Miscellaneous 2.7% at 55 for classic employees and 2% at 62 for PEPRA employees in the Risk Pool (the Plan). CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. CalPERS issues a publicly available financial report that includes financial statements and required supplementary information for the Plan. This report is available online at www.calpers.ca.gov.

Benefits Provided

The benefits for the Plan are established by contract with CalPERS, in accordance with the provisions of the California Public Employees' Retirement Law (PERL). The benefits are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. To be eligible for service retirement, members must be at least 50 and a minimum of five years of CalPERS-credited service. Members after January 1, 2013 must be at least 52.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Contributions

Section 20814(c) of the PERL requires employer contribution rates for all public employers be determined on an annual basis by the actuary and are effective on the July 1 following notice of a change in the rate. The contributions are determined through the CalPERS' annual actuarial valuation process. The actuarially determined rate is based on the estimated amount necessary to pay the Plans allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The District's required contribution rate on covered payroll for the measurement period ended June 30, 2019 (the measurement date) for the PEPRA and miscellaneous plan were 6.985% and 13.182% of annual pay, respectively. Employer contributions rates may change if the Plan contract is amended.

Pension Liabilities, Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

The District's Net Pension Liability (NPL) for the Plan is measured as the proportionate share of the NPL. The NPL of the Plan is measured as of June 30, 2019 for the year ended June 30, 2020. The total pension liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. As of June 30, 2020, the District's proportionate share of the Plan's net pension liability (NPL) was \$2,576,825.

Using the District's individual employer rate plan's share of the risk pool TPL and Fiduciary Net Position (FNP), the proportionate shares of the TPL and FNP at the measurement date are determined for the District by the actuary. The District's employer allocation factor for the Plan as of June 30, 2019 was as follows:

	Plan
Proportion - June 30, 2019	0.064348%
Proportion - June 30, 2018	0.063389%
Change - increase (decrease)	0.000959%

For the year ended June 30, 2020, the District recognized pension expense of \$460,030. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 178,971	\$ (13,867)
Changes in assumptions	122,875	(43,558)
Net differences between projected and actual investment earnings of pension plan investments		(45,051)
Change in proportions	22,378	(32,379)
Change in proportionate share of contributions		(39,516)
Pension contributions subsequent to measurement date	296,831	
Total	\$ 621,055	\$ (174,370)

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

The \$296,831 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the NPL in the year ending June 30, 2020. Other amounts reported as deferred outflows/inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30			
2021	\$	155,762	
2022		(38,481)	
2023		23,471	
2024		9,102	

Actuarial Assumptions

For the measurement period ended June 30, 2019 (the measurement date), the TPL was determined by rolling forward the June 30, 2018 TPL. The June 30, 2019 TPL amounts were based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry-Age Normal
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table ⁽¹⁾	Derived using CalPERS' Membership data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

⁽¹⁾ The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016.

Discount Rate

The discount rate used to measure the TPL was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2020

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The expected real rates of return by asset class are as followed:

<u>Asset Class⁽¹⁾</u>	<u>Assumed Asset Allocation</u>	<u>Real Return Years 1 – 10⁽²⁾</u>	<u>Real Return Years 11+⁽³⁾</u>
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Assets	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
Total	<u>100.00%</u>		

(1) In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

(2) An expected inflation of 2.00% was used for this period.

(3) An expected inflation of 2.92% was used for this period.

Sensitivity of the District's Proportional Share of the NPL to Changes in the Discount Rate

The following presents the District's Proportional Share of the NPL of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the District's Proportional Share of the NPL would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15%) or 1 percentage-point higher (8.15%) than the current rate:

	<u>Discount Rate – 1%</u>	<u>Current Discount Rate</u>	<u>Discount Rate + 1%</u>
District's Proportionate Share of Plan's NPL	\$ 4,133,362	\$ 2,576,825	\$ 1,292,013

Recognition of Gains and Losses

Under GASB Statement No. 68, gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense.

The amortization period differs depending on the source of the gain or loss:

Difference between projected and actual earnings	5 year straight-line amortization
All other amounts	Straight-line amortization over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period

6. OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The District has established a retiree healthcare plan that provides other postemployment health, dental, and vision care benefits for eligible retired employees and their dependents through the retiree healthcare plan (the Plan). The District, through the authorization of their Board of Directors, elected to establish an irrevocable trust for the Plan through the California Employers' Retiree Trust (CERBT) fund, an agent multiple-employer plan, administered by CalPERS. The CERBT has pooled administrative and investment functions, while separate employer accounts are maintained to prefund and pay for health care or other postemployment benefits in accordance with the terms of the participating employers' plans. The CERBT offers three investment strategies for employers to choose from depending on their expected levels of return and volatility. Benefit provisions are established by the District.

Benefits Provided

Employees who, 1) retire from the District after at least the minimum number of years of service, as specified by their contract with the District, and 2) who continue health insurance through a District-sponsored health insurance plan, will continue to pay their health insurance premium, at the same level of benefits as the retiree had at the time of retirement. The District will also continue contributing to the retirees Health Savings Account, until the retiree reaches the age of 65, after which, the retiree shall receive the Medicare Supplement insurance coverage.

Employees Covered

As of the July 1, 2018 actuarial valuation, the following inactive and active employees were covered by the benefit terms under the OPEB Plan:

Inactive employees receiving benefits	14
Inactive employees entitled to but not receiving benefits	0
Participating active employees	<u>8</u>
Total	<u><u>22</u></u>

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Contributions

The District provides benefits on a pay-as-you-go basis, and also makes contributions to the CERBT fund. The District's policy is to prefund their benefits from time to time at the sole discretion of the Board by accumulating assets in the CERBT. The District's employees are not required to contribute to the plan.

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined using the Alternative Measurement Method with a valuation date of July 1, 2019 (June 30, 2019). Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

Actuarial Assumptions

The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Assumptions:

Salary increases	3.00%
Inflation rate	3.00%
Investment rate of return	6.00%, net of OPEB plan investment expense
Health care cost trend rates	6.00% for 2019 decreasing 0.10 percent each year to an ultimate rate of 5.00 percent for 2029 and later years

Pre-retirement mortality rates were based on the PR-2014 Employee Mortality Table for Males or Females, as appropriate, without projection. Post-retirement mortality rates were based on the RP-2014 Health Annuitant Mortality Table for Males or Females, as appropriate, without projection.

Actuarial assumptions used in the July 1, 2019 valuation were based on a review of plan experience during the period July 1, 2017 to June 30, 2019.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. The calculated investment rate of return was set equal to the expected ten-year compound (geometric) real return plus inflation (rounded to the nearest 25 basis points, where appropriate). The table below provides the long-term expected real rates of return by asset class (based on published capital market assumptions).

Changes in Assumptions:

In fiscal year June 30, 2019, the healthcare cost trend rate changed from 5% for 2018 and later years to 6.00% for 2019 decreasing 0.10 percent each year to an ultimate rate of 5.00 percent for 2029 and later years. There was no change in the discount rate.

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

The CERBT offers three diversified allocation strategies. The District has elected to participate in CERBT's Strategy 3 which has the lowest long-term expected rate of return and return volatility. The following table shows the target asset allocation for employers participating in CERBT Strategy 3:

Asset Class	Assumed Asset Allocation	Real Rate of Return
Global ex-U.S. Equity	22%	5.5%
U.S Fixed	49%	1.5%
TIPS	16%	1.2%
Real Estate	8%	3.7%
Commodities	5%	0.6%
Total	100%	

For the June 30, 2019 measurement date, the annual money-weighted rate of return on investments, net of investment expense, was 6.46 percent. The money-weighted rate of return expenses investment performance, net of investment expense, adjusted for the changing amounts invested.

Discount Rate

Accounting standards for OPEB require a discount rate that reflects the following:

- a) The long-term expected rate of return on OPEB plan investments – to the extent that the OPEB plan's fiduciary net position (if any) is projected to be enough to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return;
- b) A yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher – to the extent that the conditions in (a) are not met.

To determine a resulting single (blended) rate, the amount of the plan's projected fiduciary net position (if any) and the amount of projected benefit payments is compared in each period of projected benefit payments. The discount rate used to measure the District's total OPEB liability at June 30, 2020 is based on these requirements and the following information:

Measurement Date	Long-Term Expected Return on Plan Investments (if any)	Municipal Bond 20-Year High Grade Rate Index	Discount Rate
June 30, 2019	6.00%	3.13%	6.00%

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Changes in the Net OPEB Liability

The changes in the Net OPEB liability for the OPEB Plan are as follows:

	<u>Increase (Decrease)</u>		
	<u>Total OPEB Liability (TOL) (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Net OPEB Liability (a)-(b)</u>
Balance at June 30, 2019 (Roll back balance at June 30, 2018 measurement date)	\$ 2,907,920	\$ 825,384	\$ 2,082,536
Changes recognized for the measurement period:			
Service cost	32,296		32,296
Interest on TOL	173,050		173,050
Difference between expected and actual experience	(1,423,388)		(1,423,388)
Changes in assumptions	(88,448)		(88,448)
Contributions—employer		298,741	(298,741)
Actual investment income		59,152	(59,152)
Benefit payments	(113,741)	(113,741)	
Administrative expense		(179)	179
Net changes	<u>(1,420,231)</u>	<u>243,973</u>	<u>(1,664,294)</u>
Balance at June 30, 2020 (Measurement date June 30, 2019)	<u>\$ 1,487,689</u>	<u>\$ 1,069,357</u>	<u>\$ 418,332</u>

Sensitivity of the District's Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the District, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	<u>Discount Rate – 1% (5.00%)</u>	<u>Current Discount Rate (6.00%)</u>	<u>Discount Rate +1% (7.00%)</u>
Net OPEB liability	\$ 593,156	\$ 418,332	\$ 272,684

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

Sensitivity of the District’s Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability of the District, as well as what the net OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	Health Care Trend Rate – 1% (4.00%)	Health Care Trend Rate (5.00%)	Health Care Trend Rate +1% (6.00%)
Net OPEB liability	\$ 264,109	\$ 418,332	\$ 606,527

OPEB plan fiduciary net position

Detailed information about the Plan’s fiduciary net position is available on CalPER’s website in an annual report titled “California Employers’ Retiree Benefit Trust, Agent Multiple-Employer Other Postemployment Benefits Plan, Schedule of Changes in Fiduciary Net Position by Employer”. Additionally, CalPERS annually issues a Comprehensive Annual Financial Report which includes the CERBT fund’s financial .

Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time.

Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

The recognition period differs depending on the source of the gain or loss:

Net differences between projected and actual earnings on OPEB Trust investments	5 years
All other amounts	4.1 years, Expected average remaining service lives (EARSL) of plan participants

GROVELAND COMMUNITY SERVICES DISTRICT

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2020

OPEB Expense and Deferred Outflows/Inflows Related to OPEB

For the year ended June 30, 2020, the District recognized OPEB expense of (\$213,236). At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 105,824	
Change in assumptions		\$ (66,875)
Differences between expected and actual experience		(1,076,220)
Net difference between projected and actual return on investments	11,398	
Total	\$ 117,222	\$ (1,143,095)

The \$105,824 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2019 measurement date will be recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2021. Other amounts reported as deferred outflows/inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	
2021	\$ (363,685)
2022	(363,686)
2023	(366,648)
2024	(37,678)

7. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the District carries insurance. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority, created pursuant to California Government Code Sections 6500 et. seq., effective July 1, 2006. During its membership, the general and auto liability, employee dishonesty coverage, property loss, boiler and machinery, public officials' personal liability, workers' compensation coverage and employer's liability policies were in effect, with excess coverage for general and auto liability, and errors and changes of \$10 million. Following is SDRMA's summary financial information as of June 30, 2019:

Total Assets	\$ 117,357,664		
Total Deferred Outflows of Resources	590,733	Total Operating Revenues	\$ 70,748,416
Total Liabilities	(61,466,303)	Total Operating Expenses	(74,079,006)
Total Deferred Inflows of Resources	(117,531)	Total Nonoperating income	5,110,420
Total Net Position	\$ 56,364,563	Change in Net Position	\$ 1,779,830

REQUIRED SUPPLEMENTARY INFORMATION

GROVELAND COMMUNITY SERVICES DISTRICT

**BUDGETARY COMPARISON SCHEDULE
FIRE PROTECTION FUND
YEAR ENDED JUNE 30, 2020**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Property taxes	\$ 1,086,768	\$ 1,086,768	\$ 1,121,864	\$ 35,096
Interest earnings	6,000	6,000	14,882	8,882
Other revenue	206,800	206,800	70,345	(136,455)
Total revenues	<u>1,299,568</u>	<u>1,299,568</u>	<u>1,207,091</u>	<u>(92,477)</u>
EXPENDITURES:				
Public safety	1,740,103	1,827,888	1,364,948	462,940
Capital outlay	47,340	78,037	47,048	30,989
Total expenditures	<u>1,787,443</u>	<u>1,905,925</u>	<u>1,411,996</u>	<u>493,929</u>
Net change in fund balance	(487,875)	(606,357)	(204,905)	401,452
Fund balances - beginning	<u>1,102,390</u>	<u>1,102,390</u>	<u>1,102,390</u>	
Fund balances - ending	<u>\$ 614,515</u>	<u>\$ 496,033</u>	<u>\$ 897,485</u>	<u>\$ 401,452</u>

GROVELAND COMMUNITY SERVICES DISTRICT

**BUDGETARY COMPARISON SCHEDULE
PARKS AND RECREATION FUND
YEAR ENDED JUNE 30, 2020**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
REVENUES:				
Property taxes	\$ 94,500	\$ 94,500	\$ 97,553	\$ 3,053
Interest earnings	1,500	1,500	6,023	4,523
Charges for services	1,600	1,600	2,515	915
Other revenue	<u>240,800</u>	<u>240,800</u>	<u>58,784</u>	<u>(182,016)</u>
Total revenues	<u>338,400</u>	<u>338,400</u>	<u>164,875</u>	<u>(173,525)</u>
EXPENDITURES:				
Parks and recreation	198,273	197,361	145,053	52,308
Capital outlay	<u>252,325</u>	<u>263,245</u>	<u>16,679</u>	<u>246,566</u>
Total expenditures	<u>450,598</u>	<u>460,606</u>	<u>161,732</u>	<u>298,874</u>
Net change in fund balance	(112,198)	(122,206)	3,143	125,349
Fund balances - beginning	<u>111,219</u>	<u>111,219</u>	<u>111,219</u>	
Fund balances - ending	<u>\$ (979)</u>	<u>\$ (10,987)</u>	<u>\$ 114,362</u>	<u>\$ 125,349</u>

GROVELAND COMMUNITY SERVICES DISTRICT

SCHEDULE OF CHANGES IN THE DISTRICT'S NET OPEB LIABILITY AND RELATED RATIOS FOR THE MEASUREMENT PERIOD ENDED JUNE 30, LAST 10 YEARS*

	<u>2019</u>	<u>2018</u>	<u>2017</u>
TOTAL OPEB LIABILITY			
Service cost	\$ 32,296	\$ 122,616	\$ 119,046
Interest	173,050	160,907	151,247
Differences between expected and actual experience	(1,423,388)		
Changes of assumptions	(88,448)		
Benefit payments	<u>(113,741)</u>	<u>(113,141)</u>	<u>(105,560)</u>
NET CHANGE IN TOTAL OPEB LIABILITY	(1,420,231)	170,382	164,733
TOTAL OPEB LIABILITY, Beginning	<u>2,907,920</u>	<u>2,737,538</u>	<u>2,572,805</u>
TOTAL OPEB LIABILITY, Ending (a)	<u>1,487,689</u>	<u>2,907,920</u>	<u>2,737,538</u>
PLAN FIDUCIARY NET POSITION			
Contributions—employer	298,741	295,909	286,010
Net investment income	59,152	28,892	15,864
Benefit payments	(113,741)	(113,141)	(105,560)
Trustee fees		(814)	
Administrative expense	<u>(179)</u>	<u>(319)</u>	<u>(218)</u>
NET CHANGE IN PLAN FIDUCIARY NET POSITION	243,973	210,527	196,096
PLAN FIDUCIARY NET POSITION, Beginning	<u>825,384</u>	<u>614,857</u>	<u>418,761</u>
PLAN FIDUCIARY NET POSITION, Ending (b)	<u>1,069,357</u>	<u>825,384</u>	<u>614,857</u>
DISTRICT'S NET OPEB LIABILITY, Ending (a) - (b)	<u>\$ 418,332</u>	<u>\$ 2,082,536</u>	<u>\$ 2,122,681</u>
Plan fiduciary net position as a percentage of the total			
OPEB liability	71.88%	28.38%	22.46%
Covered-employee payroll	\$ 469,796	\$ 595,041	\$ 677,904
District's net OPEB liability as a percentage of			
covered-employee payroll	89.05%	349.98%	313.12%

Notes to Schedule:

There were no changes to benefit terms or assumptions during the measurement period ending June 30, 2018 or 2017. For the measurement date ended June 30, 2019, the healthcare cost trend rate changed from 5% for 2018 and later years to 6.00% for 2019 decreasing 0.10 percent each year to an ultimate rate of 5.00 percent for 2029 and later years.

* Fiscal year 2018 was the 1st year of implementation, therefore only three years are presented.

GROVELAND COMMUNITY SERVICES DISTRICT

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY AS OF JUNE 30, LAST 10 YEARS*

	Measurement Date					
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
District's proportion of the net pension liability	0.064348%	0.063390%	0.061405%	0.061035%	0.059813%	0.048550%
District's proportionate share of the net pension liability	\$ 2,576,825	\$ 2,388,940	\$ 2,420,627	\$ 2,120,274	\$ 1,640,950	\$ 1,199,800
District's covered-employee payroll	\$ 758,439	\$ 819,134	\$ 832,387	\$ 704,247	\$ 909,010	\$ 898,662
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	339.75%	291.64%	290.81%	301.07%	180.52%	133.51%
Plan fiduciary net position as a percentage of the total pension liability	75.26%	75.26%	73.31%	74.06%	78.40%	81.15%

Notes to Schedule:

Change of benefit terms – There have been no changes to the benefit terms.

Changes in assumptions – GASB 68 states that the long-term expected rate of return should be determined net pension plan investment expenses, but without reduction for pension plan administrative expense. The discount rate changed from 7.50% (net of administrative expenses in 2014) to 7.65% as of the June 30, 2015 measurement date to correct the adjustment, which previously reduced the discount rate for administrative expenses. For the measurement period ended June 30, 2019, 2018, 2016 and 2014, there were no changes in assumptions. As of June 2017 measurement date the financial reporting discount rate for the PERF C was lowered from 7.65% to 7.15%.

* Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

GROVELAND COMMUNITY SERVICES DISTRICT

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS

AS OF JUNE 30,
LAST 10 YEARS*

	Fiscal Year					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 296,831	\$ 231,810	\$ 199,766	\$ 184,529	\$ 157,772	\$ 96,691
Contributions in relation to the contractually required contributions	<u>(296,831)</u>	<u>(231,810)</u>	<u>(199,766)</u>	<u>(184,529)</u>	<u>(157,772)</u>	<u>(96,691)</u>
Contribution deficiency (excess)	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
District's covered-employee payroll	\$ 1,097,703	\$ 758,439	\$ 819,134	\$ 832,387	\$ 704,247	\$ 909,010
Contributions as a percentage of covered-employee payroll	27.04%	30.56%	24.39%	22.17%	22.40%	10.64%

* Fiscal year 2015 was the 1st year of implementation, therefore only six years are shown.

GROVELAND COMMUNITY SERVICES DISTRICT

**MANAGEMENT REPORT
AND
AUDITOR'S COMMUNICATION LETTER**

FOR THE YEAR ENDED JUNE 30, 2020

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Board of Directors
Groveland Community Services District
Groveland, California

We have audited the financial statements of the Groveland Community Services District (District), for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated September 27, 2020. Professional standards require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transaction entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Accounting estimates are used in determining the depreciable lives and methods used for capital assets, compensated absences, OPEB liability and funding progress of CalPERS pension liability. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures about the employee retirement plan and other postemployment benefits plan disclosed in Notes 5 and 6 to the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We did not identify any significant audit adjustments.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 27, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings and Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

A handwritten signature in black ink, appearing to be "Paul J. [unclear]", written in a cursive style.

September 27, 2020

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE *WITH GOVERNMENT AUDITING STANDARDS***

To the Board of Directors
Groveland Community Services District
Groveland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Groveland Community Services District (District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated September 27, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Groveland Community Services District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

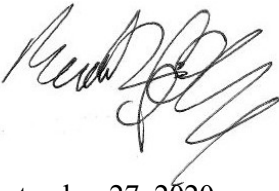
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Groveland Community Services District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to be "Michael J. [unclear]", written in a cursive style.

September 27, 2020