



**REGULAR MEETING OF THE BOARD OF DIRECTORS**

District Office, 18966 Ferretti Road

Groveland, CA 95321

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

**AGENDA**

January 12, 2021

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

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to [board@gcsd.org](mailto:board@gcsd.org), and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. The Board President will also public comment to

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*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)



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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 [rpearlman@gcsd.org](mailto:rpearlman@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.

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**TELECONFERENCE AGENDA**

January 12, 2021  
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
  - 1. Presentation of 2020 State of the District/Management Performance Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
  - 1. Presentation of the 2020 District Year in Review

**B. Proclamations**

- i. Recognition of Andrew Marshall for his 3 Years of Service to the Groveland Community Services District
- ii. Recognition of Luis Melchor for his 14 Years of Service to the Groveland Community Services District
- iii. Recognition of Zachary Pacheco for his 1 Year of Service to the Groveland Community Services District

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**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 December 8, 2020 Regular Meeting
- B.** Accept December 2020 Payables
- C.** Waive Reading of Ordinances and Resolutions Except by Title

**5. Old Business**

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

- A.** Update on the staffing, facility improvement and equipment budget projections, financial analysis and funding plans to accomplish a Groveland CSD Fire Department standard consisting of a minimum of four staff and two engines at all times

**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.** Approval of a Mid-year 2020/21 Budget Adjustment to Include Non-Budgeted Items Previously Approved by the Board, the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments
- B.** Adoption of a Resolution Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite)
- C.** Authorize an Application for Grant Funding Through the Office of Traffic Safety for Vehicle Rescue (JAWS of LIFE, etc.)
- D.** Adoption of a Resolution Authorizing an Memorandum of Understanding with Tuolumne County Fire Department to Submit a Joint Grant Application to the Sonora Area Foundation for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units
- E.** Consideration of Interest in a Policy Amendment Clarifying the Process Regarding Board Members Attending and Receiving Compensation for Meetings Outside of District Meetings but Related to District Business

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

**A. Public Employee Performance Evaluation**

Pursuant to Govt. Code Sec. 54957

Title: General Manager

**B. Announcement of Reportable Action taken in Closed Session**

**8. Adjournment**

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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
January 12, 2021

To: Board of Directors

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

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

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**Operations:**

**Emergency Incident Response:**

On December 6, 2020, CAL FIRE and Groveland Fire units responded to a reported unattended escaped burn pile at the end of Hells Hollow Road. Upon arrival, there was a 20' X 20' pile of brush fully involved with fire that had spotted into the grass at a slow rate of spread. Fire crews aggressively attacked the fire containing it to a ½ an acre. The cause of the fire is currently under investigation.

On December 13, 2020, CAL FIRE and Groveland Fire units responded to a vehicle fire on Old Priest Grade ¼ mile below Priest Station. Upon arriving at scene, there was a single vehicle in the eastbound lane on it's top fully involved with fire. Fire crews immediately assessed the three patients and extinguished the fire preventing any spread into the vegetation. Two patients were transported by paramedics with minor injuries to Adventist Health Sonora for further evaluation.

**Apparatus and Equipment:**

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

**Training:**

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

- Multi-Purpose Device (MPD)
- Stokes and patient packaging
- New Employee Area Orientation
- Stair Chair
- CERT Online Training

**New Equipment:**

The Tuolumne County Fire Department has received CARES ACT funding for (6) LUCAS 3 devices at approximately \$16,000 each. The LUCAS 3 Device is a mechanical chest compression device that helps lifesaving teams around the world deliver high-quality, guideline-consistent chest compressions to sudden cardiac arrest patients; in the field, on the move and in the hospital. Groveland Fire has been selected to receive one of these devices based on the community demographic, call volume, and rural location.

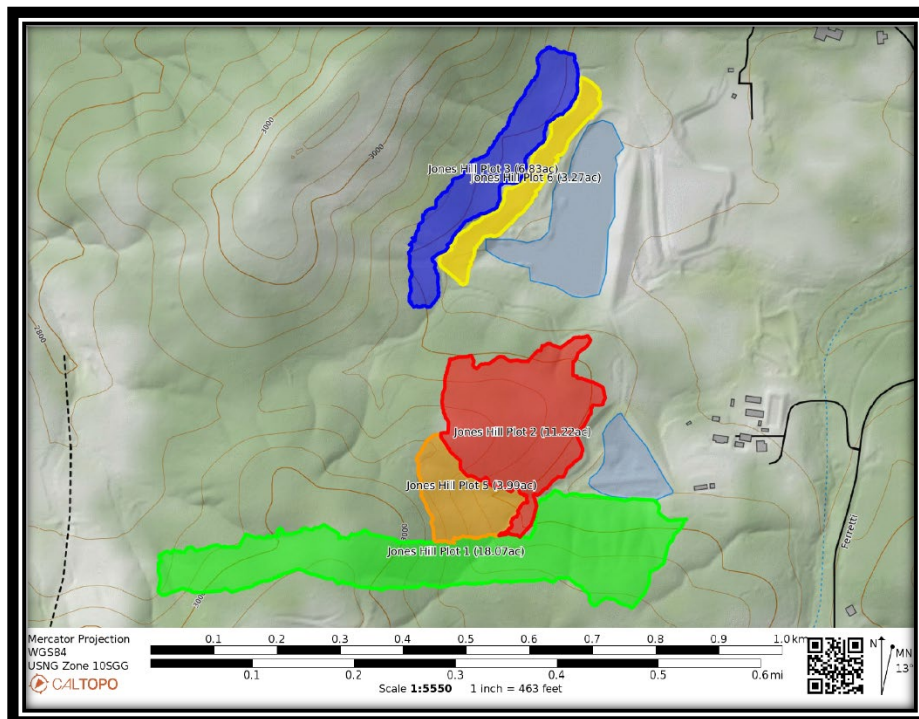


**Fuel Reduction:**

Groveland CAL FIRE engine crews along with the Baseline Dozer continue to work on the Wagner-Humbug Fuel Break. This 55-acre segment continues to build a defensible fuel break around the outlying communities of Groveland and Pine Mountain Lake. The masticated treatment area and bug kill removal will reinforce the Rim Truck Trail protecting the Big Humbug Creek watershed.



Crooks Logging has masticated over 43 acres thus far of the Jones Hill Fuel Break and will continue south of the Administrative Building. The map below illustrates segments completed.





**MONTH - December 2020**

**STATION 78**

Alarm Sounding	0
Odor Investigation	2
Debris Fire	0
Medical Aid	20
Fire Menace Standby	4
Fire Other	0
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	12
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	1
Vehicle Accident	1
Vehicle Accident/Pin in	0
Vehicle Fire	1
<b>TOTAL</b>	<b>42</b>

( 33 calls in GCSO district, 9 calls in Tuolumne County)



Auto Aid	Given
Tuolumne County	9

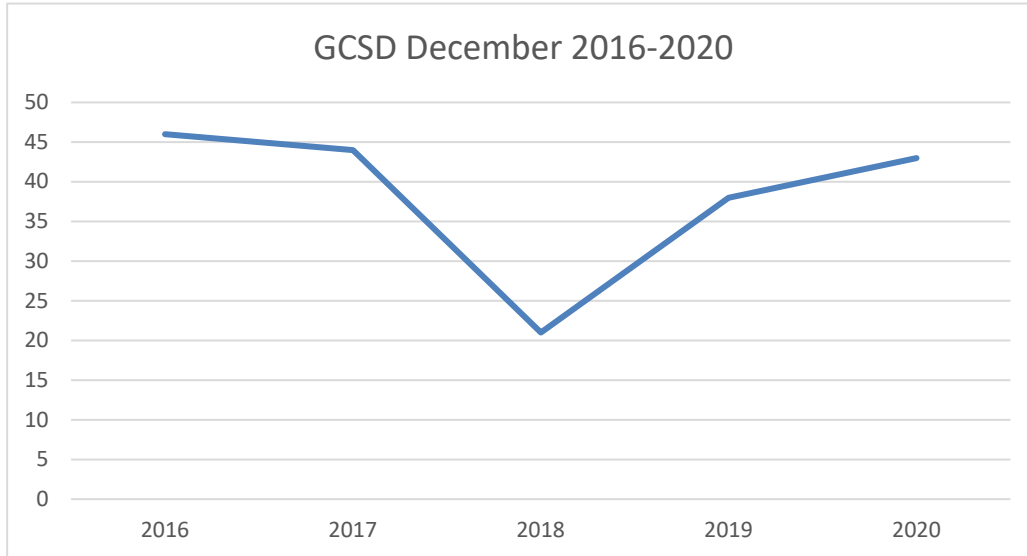
December incidents 2020 = 43

December 5 year average = 38

**Last Call Logged Run # TCU 0014902**

Year to date incidents 1/1/2020 - 12/31/2020 = 597

Year to date incidents 1/1/2019 - 12/31/2019 = 545



**2020 CALL TOTALS**

**STATION 78**

Alarm Sounding	29
Odor Investigation	5
Debris Fire	1
Medical Aid	356
Fire Menace Standby	18
Fire Other	0
Haz Mat	3
Landing Zone	4
Plane/Heli Crash	0
Public Assist	93
Smoke Check	8
Structure Fire	3
Commercial Structure Fire	1
Vegetation Fire	13
Vehicle Accident	25
Vehicle Accident/Pin in	1
Vehicle Fire	5
<b>TOTAL</b>	<b>565</b>



Auto Aid	Given
Tuolumne County	47

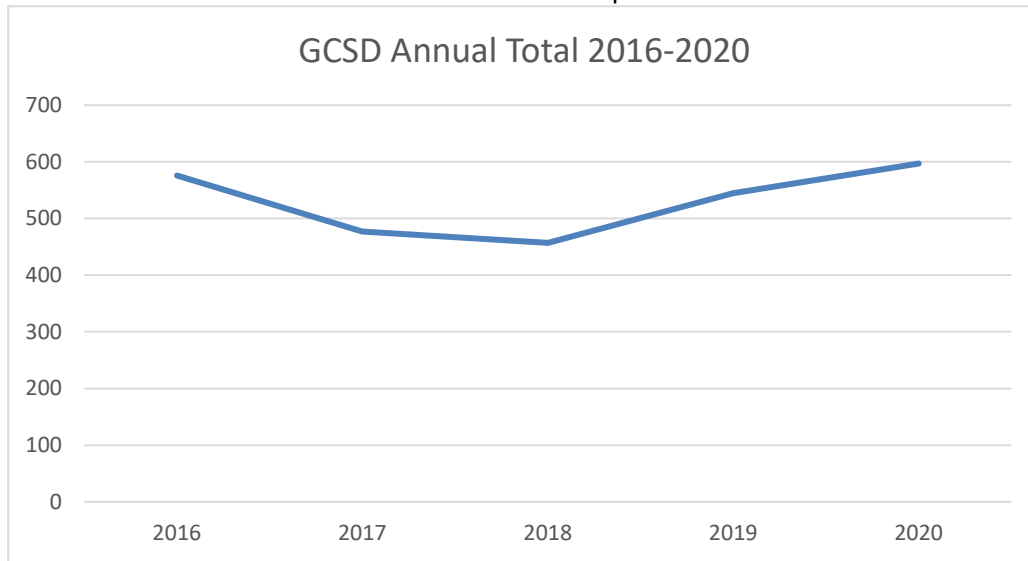
( 518 calls in GCSD district, 47 calls in Tuolumne County)

GCSD 2020 Total Incidents = 597\*

GCSD 2019 Total Incidents = 545

**GCSD 5 year average = 530**

\*Incident totals include incidents that Groveland CAL FIRE responded to within GCSD as well



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# 2019/2020 State of the District- Management Performance Report (Through December 31, 2020)

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JANUARY 8

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**GROVELAND CSD**  
Authored by: Peter  
J. Kampa, General  
Manager



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# Report Overview

The purpose of this annual report is to provide an overview of the state of the District and its services, as well as to summarize overall accomplishments for the year, including management’s progress on achieving the Goals and Objectives established by the Board of Directors. This report is intended to inform the Board and public, and to convey to District staff our appreciation for the high level of effort and accomplishment. The Board will consider this report in conjunction with its annual General Manager performance evaluation process.

## State of the District

The Board of Directors is responsible to govern the District through the establishment of the District’s vision, developing policy and hiring a General Manager (GM) who is responsible for the implementation of Board policy. The GM is also responsible for the day to day performance of the District’s personnel, facilities and services, finances and administration.

## Background

It is important to understand the history of the District in order to understand how we arrived where we are and what we need to accomplish in the future. History helps us learn from past experiences both good and bad; and allows us to set SMART<sup>i</sup> priorities, goals, objectives and schedules. In the first [State of the District – Management Performance Report](#) in October 2019, I summarized many years of significant events within GCSD to help to identify historical Board and Management actions that likely contributed to the then-current state. We established a baseline condition for the District, which set the stage for the Board to utilize its professional staff and consultants to secure guidance to effectively plan for the future. In our business of public utilities and services we most times utilize a 50-year planning horizon in decision making on major infrastructure and equipment. As you can imagine, mistakes made in these multi-million-dollar investments and not planning for the inevitable failure of these assets in the future can be hugely costly to the public and ratepayers, for decades.

## District Condition 2019

The District began its 2017/2018 fiscal year with Grand Jury investigations, tension among the board members and with a group of community members in meetings. District board and committee meetings were voluminous in number, sometimes contentious and produced little in terms of forward progress. In late 2017, two Board members resigned, and two new members of the Board were appointed. The current GM was engaged in February 2018 as a consulting manager. In March and April 2018, the Board as a team adopted its first slate of goals and objectives to clearly outline the vision for the District and expectations of management from the beginning of the relationship. In 2018, out of 17 staff members, less than six had been with the District more than five years, and most had just started with the District less than two years prior.

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## **Board Vision and Goals**

The Board of Directors adopted a solid vision and goals for the District in April 2018. Management Objectives were then developed and have been regularly reviewed and updated to support and achieve the Board's vision. These goals stand firm with the Board as of today.

- 1) Support Staff by providing a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees
- 2) Propose new and amended policies and updated Ordinances that support accomplishment of management objectives and provide the framework for efficient operations
- 3) Plan, fund and implement improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations
- 4) Improve the image of the District and treatment of employees through a variety of actions that raise public awareness of the good work of the District
- 5) Ensure that the District has adequate financial plans to invest in long term infrastructure improvements, achieve regulatory compliance, protect public and employee health and safety, and maintain service cost equity among the generations of our customers
- 6) Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services

## **Board of Directors**

By 2019, the Board of Directors had matured into a very efficient, effective, cooperative and considerate governance team. This Board, through their thoughtful support and trust in management, and compassion for the community and GCSO staff was the single most important factor in developing a wonderful work environment which then became the foundation upon which improvements have been made in all aspects of the District administration and operation.

The Board meetings became well managed, with board decisions and actions thoroughly discussed and thought out, including a thoughtful system of public input which proved to be very effective. By October 2019 the Board:

- 1) Completed the multi-day CSDA Leadership Academy (four of five board members)
- 2) Regularly attended CSDA Legislative Action Days and Annual CSDA Conference
- 3) Achieved the Recognition of Special District Governance Award, which involves attendance at the CSDA Leadership Academy and additional education in governance (four of five board members)
- 4) Established, reviewed and updated Board priorities and management objectives
- 5) Completed development and implementation of the first ever slate of Board Norms and Protocol to ensure cooperation and communication among the Board and for effective Board meetings
- 6) All Board members are current on mandatory training including ethics and harassment

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- 7) The Board achieved its maximum possible credit incentive program points (4 points each, liability and workers compensation) through its training efforts, **saving the District \$5,200** in annual insurance costs

## State of the District 2020

### Personnel

In my twenty six years of managing eight different special districts and leading hundreds of employees throughout the state, I must again reiterate that the current GCSO team has the most enthusiasm, common sense, drive and care for their District and coworkers of any District I have seen, or had experience with. Every day includes learning and they continue to actively seek and take on more responsibility. Our staff continues to provide excellent services in every aspect of what we do, more so in light of the adversity we have all experienced during the COVID-19 Pandemic. The performance bar remains high throughout the organization; which also provides solid pressure on management to maintain the momentum. The family environment, teamwork, drive for excellence and continued support from the Board has placed GCSO in the position of possessing one of the most desirable work cultures in the region; comparable with the best districts in the industry.

### Summary of Accomplishments in Personnel

The Board's goal related to Personnel is:

- Support Staff by providing a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees

Listed below are a summary of the results of the efforts of the GCSO team over the past 15 months which achieves the Board's goal:

- 1) General Manager completed the training necessary to achieve an updated California Special District Manager (CSDM) certification
- 2) Planned and completed implementation of work at home system that provides physical separation of administrative employees to avoid COVID-19 exposure and provide more flexibility in work schedules while not affecting the level of customer service
- 3) Operations and maintenance personnel certified at the required state level and continue to advance certifications
- 4) The Operations Manager assumed complete control in the planning and implementation of capital improvement projects in conjunction with the District Engineer. This effort has allowed for the completion of more system replacement projects in the last two years than were completed in the decade before. In addition, the Operations Manager has assumed responsibility for coordinating the final design of the downtown Groveland/Big Oak Flat water distribution and sewer collection system projects; to make sure that the work we complete in these \$10 million projects address the highest priority maintenance concerns of the District. This position has a strong capability and focus on major maintenance of our existing assets to extend their life, ultimately saving many thousands of dollars.

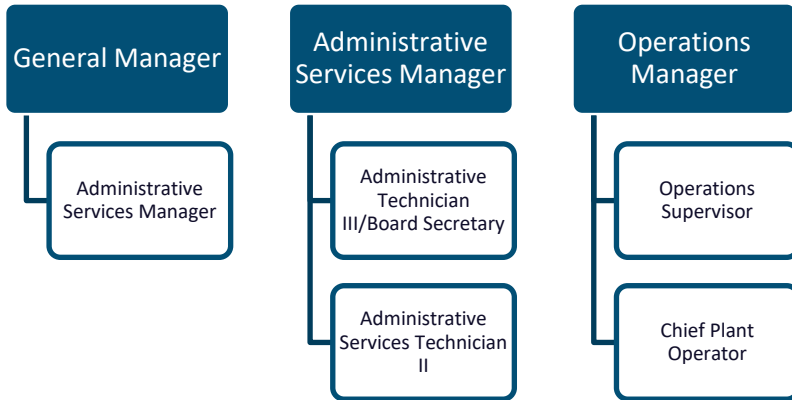
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- 5) The Operations Manager could not be as successful without the stellar performance of the Chief Plant Operator and Operations Supervisor, who continue to take the day to day responsibility for producing safe water and getting it to and from customer homes. This support team is a thoughtful, positive, energetic and adaptive lot who have excellent skills and leadership capabilities.
  - 6) Implemented the Lead position in collection and distribution providing advancement opportunities for highly performing field employees
  - 7) Implemented the Operations Supervisor position who is competently leading the staff in maintenance and operations of the water distribution and sewer collection systems; relieving the Operations Manager to focus on implementation of the Capital Improvement Plan and increased administrative responsibilities. The Operations Supervisor quickly took on the initiative to develop and responsibility to implement the program to GPS and map all major district assets, populate and implement the Cartegraph asset management program and a human resources performance management software program
  - 8) The Chief Plant Operator (CPO) continues to modify historical processes and procedures in a manner that improves operational efficiency and reduces expenses every year. The CPO has the admiration and respect of the water and wastewater operations crew, and they all constantly exhibit exemplary work ethic and produce an awesome product
  - 9) Completed and implemented the 2019 compensation study to adjust salaries to levels comparable to other similar special districts. In 2020, implemented a modified medical insurance program and secondary insurance to reduce cost while providing a medical benefit matching our competitors who are members of CALPERS
  - 10) Designed and implemented the modified work schedule for operations, maintenance and administrative employees; providing a 4-10 and 9-80 workweek to increase productivity, family time and the appeal of our work environment in the region and industry
  - 11) Performed salary and job description research, resulting in the addition of an Information Technology position to the GCSO organizational chart to improve operational efficiency and security, as well as productivity of all employees and cost savings
  - 12) Maintained an excellent safety record and Experience Modifier of 82% which provides a discount on our workers compensation insurance
  - 13) Our independent annual audits remain unmodified and show positive progress financially as discussed recently. The [Management Discussion and Analysis for the 2019/20](#) audit a significant increase in financial net position of the District in total, as well as reductions in in debt service expense due to refinancing. There were also no weaknesses identified or recommendations from our auditor, which is a solid testament that our only finance staff, our Accountant, continues to perform excellently and meticulously maintain the District financial statements. Management staff is conducting succession planning for the retirement of our Accountant next fall.
  - 14) Trained, cross-trained and transitioned a very qualified and quickly advancing Administrative Services Technician, into the Board Secretary role and where she recently completed Board Secretary certification

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through CSDA. This position assuming these responsibilities is freeing up significant, valuable time for the Administrative Services Manager to focus on leading the department and completing critical financial planning activities. This person has also eagerly transitioned into performing complex administrative functions including design and documentation of processes, procedures and tasks that organize and streamline District service administration including, but not limited to:

- a) Researched, identified, scheduled and implemented various administrative and financial technology solutions
  - b) Documentation of construction projects from initial design through completion
  - c) Processing and management of agreements such as construction, development and grants
  - d) Processing and management of easements, encroachments and related permits
  - e) Research and completion of the (LAFCO) Municipal Service Review
- 15) Our first-line customer service person, and newest Administrative Services Technician competently and with customer accolades held the primary responsibility for operation of the office customer lobby and phones, with assistance of the Accountant, during the COVID Pandemic to facilitate excellent customer service and to provide physical space which allowed many other staff to transition to working remotely. This successful transition could not have occurred without the impeccable work ethic of our administrative staff.
- 16) An additional Administrative Services Technician who excels with all-things technology and database driven has assumed the direct responsibility for implementation of a variety of asset management, records management, customer service, utility billing and financial software programs, in addition to covering in the office and taking the lead in utility billing and related matters.
- 17) Our Administrative Services Manager has been actively involved and a trusted advisor in all aspects of District management, including but certainly not limited to:
- a) Managing the development impact fee study process
  - b) Managing the budget development, implementation, monitoring, reporting and amendment processes
  - c) Actively advising and participating in evaluation and response to County land development projects and processes
  - d) Managing debt refinancing processes
  - e) Managing all Human Resources processes including research and response to COVID-19 requirements





As one of the most momentum-stopping events that can occur is the loss of key staff and the associated loss of institutional knowledge and efficiency. Succession planning to reduce the impact of the loss of key staff is one of the most critical roles of an effective General Manager; including preparing for their own departure. As is obvious in the successes above, we have the right team and a solid succession plan in the works. The graphic below details the succession plan being implemented, with training,

responsibility assignments, performance measurements and coaching to support advancement.

Maintaining field staff for a full career continues to be a challenge, however we are currently in a position where we have been able to attract solid talent when we have a vacancy.

### Infrastructure, Operations, Administration and Finance

As discussed in the Personnel section above, the staffing, skills, responsibilities assigned and performance monitoring have allowed the District to sustain and increase maintenance activities and water/wastewater quality, meet all regulatory requirements, complete important system and facility maintenance projects, and replace and improve critical assets at a pace faster than we have in the past decade, and in a high quality long-term manner.

Renovation has begun on the Clearwell renovation project funded by a \$3.4 million dollar state grant. The project is proceeding on schedule and will be completed in this fiscal year. This project will result in both clear wells and chlorine contact tanks being renovated with a coating to last another 20 to 30 years and a fully renovated booster pump system to move water from one system to another reliably and efficiently. All of this was completed at no cost to the right players.

We have received the state water resources Control Board funding contract for the downtown Groveland Big Oak Flat Wastewater Collection System Renovation Project. The purpose of this project is to replace and renovate miles of pipeline and manholes to reduce maintenance costs and extend the life of the infrastructure for many years. Again this project was funded with a \$4.4 million dollars State grant and \$1.4 million low interest loan for construction, and an additional grant of \$400,000 for planning and design of the project. Construction on this project will begin in the spring of 2021.

We have completed the design and low interest loan funding for the wastewater treatment plant headworks replacement project, which will go to public bid in the next 2 months and be completed by the end of this

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calendar year. The project will result in a new screen for wastewater solids, electrical and control components, new irrigation systems for our recycled water system and other related improvements.

In addition, the following are in progress or completed:

- 1) Achieved priority position through Tuolumne County for the Community Development Block Grant (CDBG) for \$3.2 million in funding, and await the release of the 2021 allocation in hopes of being funded.
- 2) We have significantly progressed in the planning for park improvements and have begun the process of evaluation and design of the project components. We have also received significant Interest in financial and in-kind participation by consultants working for the city and County of San Francisco and participating in the community benefits program. We have high hopes that funding will be provided through this program to further the priority projects at the park. We also are prepared to embark on the \$185,000 park renovations funded by the proposition 68 grant funds through the per capita program.
- 3) With the assistance of Bob Asquith and Twain Harte CERT's Carol Hallett, we have formed the Groveland Area CERT program to assist in emergency situations
- 4) Completed and adopted the 2020 Fire Master Plan update
- 5) Adopted deployment standards as recommended in the Fire Master Plan update, and developing plans to increase staffing in the region
- 6) Secured funding from county for the CAL FIRE Amador station and actively evaluating options to increase fire staffing in the region
- 7) Forming community facilities district to provide funding from new land development projects in the GCSD boundaries for fire department operations
- 8) Establishing our first ever development impact fees and aligning connection fees with law and CIP. These fees will apply to new development only and will offset the impact of new development on district services
- 9) Implemented cloud based utility billing and accounting software
- 10) Implemented asset management, personnel management and records management programs which provide documentation of all aspects of the operation not based on the brains and recollection of individual employees
- 11) Completed refinancing of water and sewer debt resulting in Savings in the tens of thousands and allowing us to pay off debt sooner

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<sup>i</sup> SMART business planning (Specific, Measurable, Attainable, Realistic, Timeframe (oriented))



# Operations Report

Month of Review: December 2020

### Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Renee Van Dyk, Administrative Services Technician
- Adam Ahlswede Operation Supervisor

### Wastewater Treatment Plant Flows

#### Influent Totals From: December 2020

Total	3.07 MG
High	.13 MG
Low	.06 MG
Average	0.1 MG

#### Effluent Totals From: Plant: December 2020

Total	
High	.13 MG
Low	.06 MG
Average	.1 MG

#### Rainfall Totals at the Sewer Treatment Plant Month of December 2020

Year	Total Rainfall-inches
2020	3.41 (High 0.82)
2019	10.02 (High 3.73)
2018	2.27 (High 0.93)
2017	0.40 (High 0.22)
2016	7.63 (High 3.55)
Current Season Total	5.61

#### Wasting Totals

Total Inches	520
Total Pounds	7494

#### Reclamation Totals

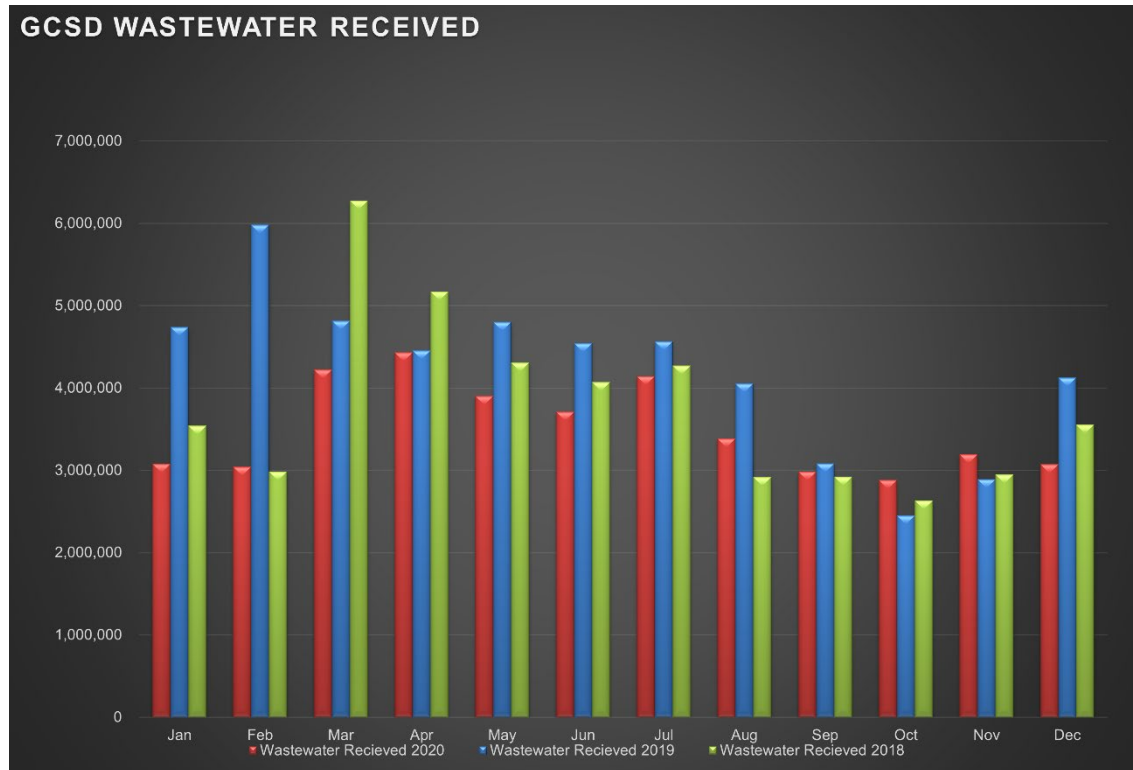
PML	0
Spray Fields	0
PML Season Total	0
Spray Fields Total	0

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

### Current and Past Monthly Influent Totals



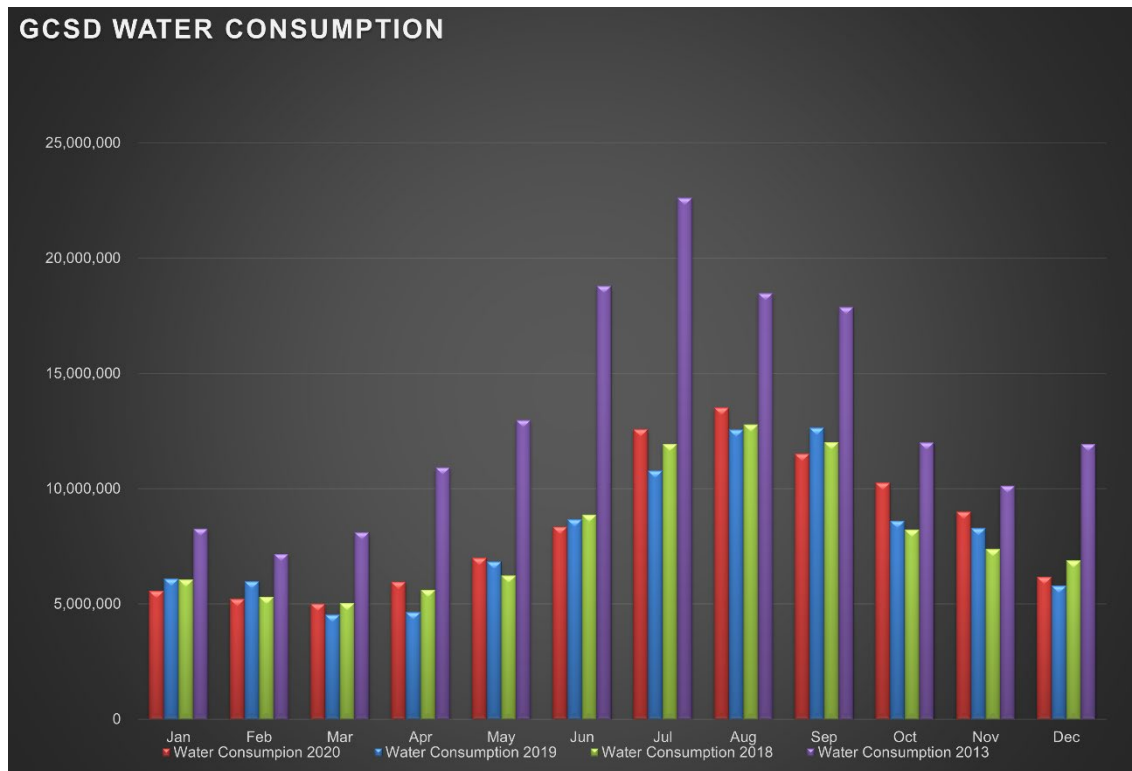
## Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
  - Added degreaser blocks at all Lift Stations
  - Added degreaser and odor control as 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
- Completed Manhole inspections for Lift Station 15 gravity Lines
- CCTV around Bass Pond

## 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
- Changed out the UPS Batteries at Lift Station 14

### 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

- Worked on AWS piping project
- Performed 8 Hot Taps for the Airport Estates
- Repaired water leak at 20284 Pine MTN Drive
- Repaired water leak at 19275 Butler Way



Roots around pipe broke the 6" Ac Main Line

- Repaired water leak at 18933 Hwy 120 (Christmas Night)
- Installed 10 Pilot Test meters for AMI study
- Repaired broke valve at AWS
- Cut access hole in vault cover for Tank 3
- Flushed Dead-ends Hydrants
- Cleaned multiple meter boxes and replaced lids as needed

<b>Meter Related Services</b>	<b>Total</b>
Check/repair meter	4
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	2
Read tenant out	4
Re-Read	18
Turn off meter	2
Turn on meter	1
Test meter	0
<b>Total Distribution Issues</b>	<b>31</b>

**Active Water Accounts:3256**

<b>Billed Consumption 2020</b>	<b>Gallons</b>
Residential	5,789,741
Commercial	378,270
<b>Billed Consumption 2019</b>	<b>Gallons</b>
Residential	5,416,761
Commercial	364,534

## Construction and Maintenance

<b>Description</b>	<b>Water</b>	<b>Sewer</b>
Main line leaks	0	0
Main line break	2	0
Service leaks	1	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
<b>Totals Per Service</b>	<b>3</b>	<b>0</b>

### 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
- Cleaned District drainages
- Repaired material bin covers
- Burned debris piles around District yard
- Repaired OSG for WWTP, and repaired hot water heater leak
- Serviced Sludge Pump at the WWTP (Omar)
- Serviced Blower # 2 in the Headworks Building
- Cleaned Blower air filters at the WWTP
- Cleaned out the Roto-Strainer in the Headworks Building
- Put up and took down temp fencing around the Playground
- Repaired and cleaned bathroom building gutters
- Help hang deer decoration at the Park for Rotary Club
- Replaced the Fire House Dishwasher
- Greased booster pumps and cleaned drains at both WTP
- Replaced batteries on LS 7 standby Generator
- Replaced the Block Heater on LS 13 Standby Generator
- Replaced \*fuse on LS 15 Standby Generator
- Serviced Engine 781 and repaired lights
- Took the Honda Pioneer to Honda for recall repair
- Replaced wheel bearings and seals; Replaced tires on utility Trailer
- Packed wheel bearings; Serviced Engine on the Vac-Tron
- Replaced air brake modulator valve and replaced air release valve on the Flush Truck
- Replaced the Tailgate handle on Truck 6
- Serviced; rotated tires; replaced brakes; diagnosed check engine light; performed DPF regeneration; and replaced oil sensor on service Truck #7
- Serviced and rotated tires on Service Truck 15
- Completed standby generator checks and fueled as needed

### Projects/Contract Work

- GIS Program
- Cartegraph Development
- Prepped for Surplus Sale
- Industrial Electrical replaced voltage regulator and load Tested LS 9 Standby Generator
- Burton fire troubleshooted engine codes and completed water pressure calibration on engine 781



### After Hour Calls

- Staff had 5 after hour calls: 5Water; 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
- Began Training new meter reader
- Commercial Driver's License

**REGULAR MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
December 8, 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, Board Secretary Rachel Pearlman, Operations Manager Luis Melchor, and General Manager Pete Kampa.

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:05am.

**Administer Oath of Office to Newly Appointed as if Elected Board Members**

Board Secretary, Jennifer L. Flores administered the Oaths of Office for both Directors Kwiatkowski and Mora.

**Approve Order of Agenda**

Motion

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

**Public Comment**

None.

**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
  - 1. Community Emergency Response Team (CERT) Update Report
- ii. General Manager's Report
  - 1. Status update report on approval of Terra Vi and Under Canvas projects
  - 2. Status update report on Water and Sewer Master Plan Development
  - 3. Presentation of 2020 State of the District/Management Performance Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
  - 1. Report on Renewal/Continuance of Health and Welfare Benefits
  - 2.

**B. Proclamations**

- i. Recognition of Director John Armstrong for his 10 Years of Service to the Groveland Community Services District
- ii. Recognition of Director Janice Kwiatkowski for her 3 Years of Service to the Groveland Community Services District

- iii. Recognition of Anthony Trujillo for his 11 Years of Service to the Groveland Community Services District
- iv. Recognition of Steve Buie for his 1 Year of Service to the Groveland Community Services District

Director Edwards left the meeting at 10:28am.

Director Edwards joined the meeting at 10:40am.

**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 November 10, 2020 Regular Meeting
- B. Accept November 2020 Payables
- C. Approval of Declaration of Surplus Equipment and Authorize Their Sale by Public Bid
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

*Director Armstrong moved, seconded by Director Mora 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.

Director Edwards left the meeting at 11:40am.

- A. Adoption of a Resolution Authorizing the Execution and Delivery of a Loan Agreement, and Authorizing and Directing Certain Actions in Connection with the Refinancing of Prior Obligations

Motion

*Director Armstrong moved, seconded by Director Swan and the motion passed by roll call to adopt Resolution 53-2020 authorizing the execution and delivery of a Loan Agreement and authorizing and directing certain actions in connection with the refinancing of prior obligations. Ayes: Directors Kwiatkowski, Mora, Swan and Armstrong  
Absent: Director Edwards*

Director Edwards joined the meeting at 11:51am.

- B. Adoption of a Resolution Approving an Agreement to Establish a Joint Powers Authority for the Tuolumne County Fire Authority

Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed unanimously by roll call to adopt Resolution 54-2020 approving an Agreement to establish a Joint Powers Authority for the Tuolumne County Fire Authority.*

**C. Consideration of Adoption of a Firefighting Staffing Standard for the Groveland Fire Department**

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to direct the General Manager to prepare the staffing, facility improvement and equipment budget projections, financial analysis and funding plans to accomplish a Groveland CSD Fire Department standard consisting of a minimum of four staff and two engines at all times.*

**D. Adoption of a Resolution Approving an Amendment of the Agreement with NBS for Services Associated with Creation of a Community Facilities District to Fund Fire and Park Services**

Motion

*Director Armstrong moved, seconded by Director Kwiatkowski and the motion passed unanimously by roll call to adopt Resolution 55-2020 approving amendment of the Agreement with NBS for services associated with creation of a Community Facilities District to fund Fire and Park services.*

**E. Adoption of a Resolution Approving the Board Norms and Protocol**

Motion

*Director Mora moved, seconded by Director Armstrong and the motion passed unanimously by roll call to adopt Resolution 56-2020 approving the Board Norms and Protocol.*

**F. Discussion and Action Related to the Election of Board Officers for Calendar Year 2021**

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to nominate and elect Board President, Janice Kwiatkowski for Calendar Year 2021.*

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to nominate and elect Board Vice President, Nancy Mora for Calendar Year 2021.*

Motion

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

- G. Authorization to Secure Grant Writing Services from Lixipol in the Amount of \$2500 for the 2020 SAFER Grant Application Cycle to Fund Additional Fire Department Staff

Motion

*Director Swan moved, seconded by Director Mora and the motion passed unanimously by roll call to authorization to secure Grant Writing Services from Lixipol in the Amount of \$2500 for the 2020 SAFER Grant Application cycle to fund additional Fire Department staff.*

**Adjournment**

Meeting adjourned at 12:54pm.

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

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



# ACCOUNTS PAYABLE CHECK LISTING

December, 2020  
Fiscal Year 20/21  
Board Approval Date \_\_\_\_\_

# Accounts Payable

## Checks



User: dpercoco  
 Printed: 1/4/2021 8:53:13 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19739	Adv02	Adventist Health Sonora	12/21/2020	False	Employee Routine Medical	\$141.00
19740	AIR01	Airgas USA, LLC	12/21/2020	False	Acetylene and Oxygen for Truck 42017	\$1,271.00
19741	aqu5	Aqua Sierra Controls Inc.	12/21/2020	False	IT Services	\$1,770.67
19742	Con06	Conifer Communications	12/21/2020	False	Internet Service at Plants	\$1,004.55
19743	DEP09	Department of Forestry & Fire Protection	12/21/2020	False	Cal Fire Contract July 1 to September 30, 2020	\$195,900.46
19744	Die01	Diehl, Rod	12/21/2020	False	Quarterly Service FD	\$175.00
19745	DIS01	Dish Network	12/21/2020	False	Satellite TV for FD	\$62.55
19746	Doh01	Doherty Tire of Sonora, Inc.	12/21/2020	False	Parts	\$235.06
19747	Fas02	Fastenal	12/21/2020	False	10 ea. Blue marking paint for USA & C&D	\$188.39
19748	flo01	Flores, Jennifer	12/21/2020	False	Monthly Internet Stipend	\$100.00
19749	FOO01	Foothill-Sierra Pest Control	12/21/2020	False	Pest Control	\$247.00
19750	FP Mail	FP Mailing Solutions	12/21/2020	False	Quarterly Postage Machine Rental	\$286.36
19751	GEN01	General Plumbing Supply	12/21/2020	False	2 ea. 6" x 12" DI Spool for AWS	\$2,068.22
19752	GRA04	Grainger	12/21/2020	False	1 ea. 55 gallon Drum Pump for degreaser	\$383.29
19753	Gre06	Green Rubber-Kennedy Ag	12/21/2020	False	60' of 6" blue lay-flat hose for AWS, 12 ea. 7" wormgear clamps	\$358.00
19754	Hun02	Hunt & Sons, Inc.	12/21/2020	False	Fuel & Oil	\$2,786.11
19755	ind04	Industrial Electrical Co.	12/21/2020	False	1 ea. Generator for Tank #4	\$40,494.15
19756	JSW02	J.S. West Propane Gas	12/21/2020	False	Propane	\$3,683.42
19757	Kam02	Kampa, Peter	12/21/2020	False	Monthly Internet Stipend	\$100.00
19758	Moo06	Moore Ranch Trucking	12/21/2020	False	1 ea. Load Fill Sand for C & D Stock	\$525.00
19759	NBS01	NBS Government Finance Group	12/21/2020	False	Professional Services for Nov Development Impact Fee study	\$6,385.00
19760	Pea01	Pearlman, Rachel	12/21/2020	False	Monthly Internet Stipend	\$100.00
19761	PGE01	PG&E	12/21/2020	False	Monthly Electric Charges	\$783.75
19762	Rus01	Rush Advertising Specialties	12/21/2020	False	Employee uniforms- T Shirts & Hats	\$853.98
19763	SIE10	Sierra Heavy Duty Parts & Service	12/21/2020	False	1 ea. ABS modulator valve for Flush truck	\$238.47
19764	Sta15	Staples Credit Plan	12/21/2020	False	Office Supplies	\$459.37
19765	TUO12	Tuolumne Utilities Dist	12/21/2020	False	Fats, Oil & Grease Advertising	\$119.14
19766	Van01	VanDyk, Renee	12/21/2020	False	Monthly Internet Stipend	\$100.00
19767	Ver03	Verizon Wireless 7706	12/21/2020	False	Monthly Auto Dialers	\$221.73
115800	OE3	Operating Engineers Local #3	12/20/2020	True	PR Batch 00002.12.2020 Oper Engin Union Dues	\$336.05
902231	CAL09	CalPers 457 Plan Administrator	12/20/2020	True	PR Batch 00002.12.2020 CalPers Def Comp	\$1,000.00
902232	DCSS	Dept of Child Support Services	12/20/2020	True	PR Batch 00002.12.2020 Wage Garnish Child Support	\$205.03
902233	EDD01	EDD - Electronic	12/20/2020	True	PR Batch 00002.12.2020 SDI - Employee	\$2,163.42

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
902234	FedEFTPS	Federal EFTPS	12/20/2020	True	PR Batch 00002.12.2020 Medicare Emple Portion	\$12,234.57
902235	Orion	Orion Portfolio Solutions	12/20/2020	True	PR Batch 00002.12.2020 Orion 457	\$1,805.00
902236	PER01	Pers - Electronic	12/20/2020	True	PR Batch 00002.12.2020 2nd Tier PERS	\$7,550.49
19672	UB*02725	Allen, Michael & Joanne	12/9/2020	True	Refund Check	\$307.67
19673	BLU01	Anthem Blue Cross	12/9/2020	True	Monthly Group Health Ins.	\$19,034.33
19674	aqu5	Aqua Sierra Controls Inc.	12/9/2020	True	IT Services	\$3,460.67
19675	ARR01	Arrow Glass	12/9/2020	True	Windsheild for Fire Truck - International 97 - 4700	\$350.15
19676	UB*02729	Breault, Linde	12/9/2020	True	Refund Check	\$46.62
19677	Bus03	Business First	12/9/2020	True	12 ea. Satety Yellow vests for Volunteers- CERT	\$195.00
19678	Cal21	CAL FIRE	12/9/2020	True	16 Hrs. Baseline Conservation Camp for October, 2019	\$3,686.07
19679	CAR06	Carbon Copy Inc.	12/9/2020	True	Monthly Copier Usage	\$37.08
19680	Cle03	CleanSmith Solutions	12/9/2020	True	Disinfection Services	\$1,900.00
19681	Datapro	Dataprose LLC Attn AR	12/9/2020	True	Monthly UB Statement Processing	\$1,846.62
19682	UB*02741	Davis, Clay	12/9/2020	True	Refund Check	\$20.54
19683	Dept Wtr	Department Of Water Resources	12/9/2020	True	Principal amount of Contract D157929 for Davis Grunsky	\$3,909.31
19684	DRU01	Drugtech Toxicology Services, LLC	12/9/2020	True	Consortium DOT Tests	\$76.00
19685	Fas02	Fastenal	12/9/2020	True	Safety Supplies inc. gloves, vests, sanitizer, hardhat	\$534.33
19686	UB*02722	Ferraro, Peter	12/9/2020	True	Refund Check	\$61.10
19687	UB*02730	Frawley, Alma E	12/9/2020	True	Refund Check	\$15.28
19688	GCS02	GCSO	12/9/2020	True	GCSO Water Bill	\$8,004.11
19689	GEN02	General Supply Co	12/9/2020	True	5 ea. fuses for AWS Compressor	\$8.14
19690	UB*02733	Giddens, Robert & Carol	12/9/2020	True	Refund Check	\$54.53
19691	gilb01	Gilbert Associates, Inc.	12/9/2020	True	CPA Services	\$3,100.00
19692	UB*02737	Hahn, Trustee, Michael	12/9/2020	True	Refund Check	\$4.00
19693	UB*02728	Hanak, Kirk & Michele	12/9/2020	True	Refund Check	\$55.21
19694	UB*02735	Hunt, Lawrence R & Bettie J	12/9/2020	True	Refund Check	\$378.77
19695	ind04	Industrial Electrical Co.	12/9/2020	True	LS #2 Generator Load Bank Testing	\$47,335.41
19696	UB*02731	Johnson, George	12/9/2020	True	Refund Check	\$350.56
19697	KC Auto	KC Auto Parts	12/9/2020	True	November Auto Parts	\$171.76
19698	KC01	KC Courier, LLC	12/9/2020	True	Monthly Courier Service	\$372.38
19699	Lod02	Lodi Truck & Equipment	12/9/2020	True	60 gallon Waste oils system for Caine Truck	\$4,422.01
19700	UB*02712	Marks, Evan & Lisa	12/9/2020	True	Refund Check	\$3.69
19701	UB*02740	Menna, Gregory & Kathy	12/9/2020	True	Refund Check	\$133.71
19702	Met04	Metron-Farnier, LLC	12/9/2020	True	Pilot test for Wireless Meters, 10 ea. Verizon Antenna Units	\$3,032.94
19703	UB*02743	Michaelis, Ronald & Judith	12/9/2020	True	Refund Check	\$9.54
19704	Mitel	Mitel	12/9/2020	True	District Telephone Service	\$707.45
19705	MOO01	Moore Bros. Scavenger Co., Inc.	12/9/2020	True	30 Yard Debris Box 10/21 - 11/21/20 Rental	\$1,114.12
19706	MOT03	Mother Lode Answering Service	12/9/2020	True	Monthly Call Forward/Paging	\$243.27
19707	MOU03	Mountain Oasis Water Systems	12/9/2020	True	Bottled Water	\$99.00
19708	UB*02736	Murphy, Sharyn	12/9/2020	True	Refund Check	\$20.00
19709	neu01	Neumiller & Beardslee	12/9/2020	True	Legal Services	\$3,472.67
19710	Oreil	O'Reilly Auto Parts	12/9/2020	True	Auto Parts for November	\$385.54
19711	PAI02	Pall Corporation	12/9/2020	True	2 ea. Solenoid Valve	\$249.58



Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
19712	pax01	Pax Water Technologies	12/9/2020	True	Tank #4 Mixer, 60" Cable, Modopad chemical injection, adapter	\$36,010.18
19713	per04	Percoco, Ronald	12/9/2020	True	Monthly Uniform Laundering	\$1,990.00
19714	pml01	PML Hardware & Supply Inc.	12/9/2020	True	Monthly Hardware supplies	\$102.66
19715	SUE01	Ray Suess Insurance & Invst	12/9/2020	True	Retired Members Medical	\$3,403.56
19716	ric04	Richey, Garrett	12/9/2020	True	17 ea. Backflow Testings in November, 2020	\$1,275.00
19717	UB*02746	Rodriguez, Roberto	12/9/2020	True	Refund Check	\$64.67
19718	UB*02744	Roman, Robert & Lehlani	12/9/2020	True	Refund Check	\$266.47
19719	Ron01	Roni Lynn	12/9/2020	True	Social Media Management- 2 Months (November & December)	\$5,200.00
19720	UB*02742	Rosalind, Carol	12/9/2020	True	Refund Check	\$188.57
19721	SFPUC	San Francisco Public Utilities Commission	12/9/2020	True	Monthly Water Purchase	\$12,867.64
19722	SDR01	SDRMA	12/9/2020	True	Insurance Deductible for Fire Dept employee - Dog run over	\$500.00
19723	UB*02745	Sheldon, Eva	12/9/2020	True	Refund Check	\$35.38
19724	UB*02734	Smith, Joe	12/9/2020	True	Refund Check	\$74.95
19725	Sprbrk	Springbrook Holding Co. LLC	12/9/2020	True	Monthly C/C Web Pmt Fees	\$1,277.95
19726	SWR03	SWRCB	12/9/2020	True	Annual Collection Permit Fee 7/1/20 - 6/30/21	\$23,892.00
19727	UB*02739	Thompson, Jeffrey	12/9/2020	True	Refund Check	\$65.76
19728	UB*02727	Trostman, Charlotte	12/9/2020	True	Refund Check	\$25.65
19729	TUO01	Tuo. Co. Public Power Agency	12/9/2020	True	Public Power Purchase for November	\$11,442.92
19730	ULI01	ULINE, Attn AR	12/9/2020	True	Safety supplies inc Simple green, disinfectant spray, GermX, etc	\$1,077.63
19731	UMP01	UMPQUA Bank	12/9/2020	True	District Credit Card Purchases	\$2,792.33
19732	UB*02732	Vegesna, Suresh	12/9/2020	True	Refund Check	\$18.00
19733	Ver02	Verizon Wireless 5298	12/9/2020	True	Monthly Cell Phone	\$837.90
19734	WRT01	Wallace, Robert & Todd	12/9/2020	True	Groveland Park Amenities Study & Plan thru 11/22/2020	\$1,249.50
19735	wat01	Waters Plumbing	12/9/2020	True	2 ea. Kohler ADA Toilets & Installation @ Fire Dept-Reissue	\$2,091.00
19736	UB*02726	Wood, Laho	12/9/2020	True	Refund Check	\$4.45
19737	Yos05	Yosemite Hwy 120 Chamber of Commerce	12/9/2020	True	Membership Dues 2020-2021 Term	\$250.00
19738	UB*02738	Zak, Trustee, John & Callie	12/9/2020	True	Refund Check	\$127.26
115799	OE3	Operating Engineers Local #3	12/9/2020	True	PR Batch 00001.12.2020 Oper Engin Union Dues	\$336.05
902225	CAL09	CalPers 457 Plan Administrator	12/9/2020	True	PR Batch 00001.12.2020 CalPers Def Comp	\$1,000.00
902226	DCSS	Dept of Child Support Services	12/9/2020	True	PR Batch 00001.12.2020 Wage Garnish Child Support	\$205.03
902227	EDD01	EDD - Electronic	12/9/2020	True	PR Batch 00001.12.2020 State Income Tax	\$2,363.36
902228	FedEFTPS	Federal EFTPS	12/9/2020	True	PR Batch 00001.12.2020 Medicare Emple Portion	\$13,161.04
902229	Orion	Orion Portfolio Solutions	12/9/2020	True	PR Batch 00001.12.2020 Orion 457	\$1,030.00
902230	PER01	Pers - Electronic	12/9/2020	True	PR Batch 00001.12.2020 PERS Employer Expense	\$7,743.66
					December Direct Deposit Payroll	\$72,105.12
					Total Accounts Payable	\$600,621.08



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Pete Kampa, General Manager

**DATE:** January 12, 2021

**SUBJECT:** Agenda Item 5A. Update on the staffing, facility improvement and equipment budget projections, financial analysis, and funding plans to accomplish a Groveland CSD Fire Department standard consisting of a minimum of four staff and two engines at all times

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### **RECOMMENDED ACTION:**

This is an update report only at this time, with no specific action required. Board input and staff direction on this matter is appropriate and expected.

### **BACKGROUND:**

The District Board commissioned the update of the Fire Department Master Plan, which was completed and adopted in 2020. The two major concerns raised in the mater plan update was the shortage of full time staffing and the funding shortfall that exists currently; even without the added staffing. Since the acceptance of the Master Plan update, the District has adopted its recommended deployment standards and secured the financial participation of Tuolumne County in the cost of providing mutual aid in the region, through funding of the CAL FIRE Amador contract.

During the District's December 2020 Board meeting, the Board adopted a goal to implement the increased staffing strongly recommended in the Master Plan update, and directed staff to further evaluate the associated cost and revenue options. The attached draft financial impact analysis details the fire department operating costs as outlined in our 2020/21 fiscal year budget, the cost of implementing the Equipment Replacement Program which is currently unfunded, as well as the cost of funding the staff, facility improvements and equipment for the second two person, 24x7x365 fire crew. To facilitate this plan, the number of full time staff funded would increase from 5 to 10, a second Type 1 Fire Engine would be financed, as would needed improvements to the GCSB fire station.

The attached sheet also identifies several sources of revenue possible to fund the second crew. You will also see that the proposed June 2021 fire special tax revenue is included in the calculation, which provides an estimated \$552,579 annually. If the special tax is not approved by the voters, our goal of increased staffing will be much further away and possibly unattainable. Once the final staffing level and cost is established and approved by the Board, all financial plans in the future, including the planned June 2021 special tax measure, planning with Tuolumne County, and the formation of the Community Facilities District will include the District's Fire Department Financial Plan. Following this Board meeting and Board direction, this financial plan should be considered for adoption by the Board in February 2021.

**ATTACHMENTS:**

- Draft financial impact evaluation of implementing a second full time fire crew

**FINANCIAL IMPACT:**

The estimated cost impact to implement a second fire crew under the Schedule A Cooperative Agreement with CAL FIRE is approximately \$1.1 million annually, including needed renovations to the fire station and a second Type 1 fire engine. An additional \$258,000 is needed annually to implement our equipment and facility replacement reserve program.

# Groveland Community Services District

## Fire Fiscal Impact Analysis

4-0 Staffing, 2 engines

Item	Adjusted Annual Reoccurring Expenditures
Department Salaries / Benefits <sup>1</sup>	\$72,058
Department Services / Supplies <sup>1</sup>	\$63,820
CAL FIRE Schedule A Cooperative Agreement <sup>2</sup>	\$2,082,368
Unfunded Pension Liability <sup>1</sup>	\$62,730
Other (Incl. OPEB, Leases, Cost of Water) <sup>1</sup>	\$26,028
District Administration Allocation <sup>1</sup>	\$77,456
Fire Station Expansion/Renovation <sup>4</sup>	\$17,000
Additional Type 1 Apparatus <sup>5</sup>	\$88,000
Department Capital Outlay <sup>3</sup>	\$257,509
<b>Total Annual Expenditures</b>	<b>\$2,746,969</b>
<b>(Existing) Property Tax Revenue</b>	<b>\$1,130,000</b>
<b>(Proposed) Special Tax Revenue</b>	<b>\$552,579</b>
<b>Total Revenue</b>	<b>\$1,682,579</b>
<b>Revenue Shortfall</b>	<b>-\$1,064,390</b>

### Potential Revenue Options:

Community Facilities District within GCSD (Formation in Progress)

Additional Property Assessment or Special Tax

Tuolumne County allocation of TOT, special tax or other revenue

SAFER Grant participation (covers three years' staff cost at declining percent annually)

### Notes:

<sup>1</sup> From District's 2020-21 Adopted Budget for the Fire Department. Excludes Jones Hill Fire Break Grant.

<sup>2</sup> Based on increased staffing level from 5 personnel to 10 personnel (2 fire captains and 8 fire apparatus engineers).

<sup>3</sup> From 2020 GCSD Fire Master Plan Update and Board approved equipment replacement schedule, which is currently not funded due to lack of tax revenue. Includes apparatus, equipment and station upgrades and replacement.

<sup>4</sup> **(SECOND CREW)** Estimated \$250,000 to modify sleeping quarters and common areas for added staff and current standards

<sup>5</sup> **(SECOND CREW)** Financing \$750,000 for 10 years



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

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

**DATE:** January 12, 2021

**SUBJECT:** Agenda Item 5A. Approval of a Mid-Year 2020/21 Budget Adjustment to Include Non-Budgeted Items Previously Approved by the Board, the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to approve of a Mid-year 2020/21 Budget Adjustment to Include Non-Budgeted Items Previously Approved by the Board, the Addition and Modification of the Capital Outlay/Projects Schedule and Minor Operating Expense Adjustments.*

### **BACKGROUND:**

Today, the Board is being presented with the draft proposed FY 20/21 mid-year budget adjustments. The purpose of the Board's action today is primarily to publicly discuss changes to the District spending plan through the end of the fiscal year. It is anticipated that overall, total expenses including capital projects for each service will remain within the total amounts budgeted. No transfers between funds are being requested.

The Fire Fund specifically has experienced some significant budget impacts, the most notable being the removal of the Amador Plan expense, additional legal fees as a result of the county's Terra Vi Lodge and Under Canvas development projects, the addition of the work to be performed by SCI Consulting for development of a fire department tax measure (was approved in previous fiscal year budget, but no funds expended and inadvertently left off this fiscal year budget) and a change order with NBS Consulting for services associated with the creation of a Community Facilities District.

Comments have been provided on the attachment and previously Board approved items have been notated as well. Several items including the Fire Department Building upgrade, SCI special tax consulting and crane truck purchase were budgeted in 2019/20, but due to COVID and other delays, the money was not spent last year and is carried in the fund balance for each service. With the budget adjustment this year to include those items, the fund balance for each service will carry forward to cover the increased expense.

**ATTACHMENTS:**

1. Draft Proposed FY 20/21 Mid-Year Budget Adjustments

**FINANCIAL IMPACT:**

The individual budget changes are shown in the attached.

GCSO 2020/21 Mid-Year Budget Adjustment

<b>Proposed 20/21 Mid Year Adjustments</b>	<b>Budgeted</b>	<b>Proposed</b>	<b>Increase /Decrease</b>	<b>Comments</b>
<b>Fire Fund</b>				
<b>Revenue</b>				
Strike Team Revenue	\$ (20,500)	\$ (79,605)	\$ <b>(59,105)</b>	Revenue Increase due to engine assignment to Baseline Crew
	\$ 166,300	\$ 164,650	\$ <b>1,650</b>	Received \$1,650 in FY 19/20, should have reduced total grant revenue to reflect
Jones Hill Grant				
CERT Revenue	\$ -	\$ (1,600)	\$ <b>(1,600)</b>	Donations Received for CERT program startup
<b>Expenses</b>				
Amador Plan	\$ 263,466	\$ -	\$ <b>(263,466)</b>	Now paid by county
Grant Writing		\$ 2,500	\$ <b>2,500</b>	Grant Writing
Legal Services-Fire	\$ 1,550	\$ 20,000	\$ <b>18,500</b>	County Development Projects Terra Vi/Under Canvas
	\$ -	\$ 1,600	\$ <b>1,600</b>	
CERT Expenses				Initial safety supplies, graphics for vehicle; offset by CERT Revenue
Protective Clothing (2 Turnouts)	\$ 8,000	\$ 7,000	\$ <b>(1,000)</b>	Only 2 Turnouts/Hose clamps
Training	\$ 2,000	\$ -	\$ <b>(2,000)</b>	Move to Small Tools
Small Tools	\$ 1,500	\$ 4,500	\$ <b>3,000</b>	Tfr from PC/Training
Fire Dept Building Upgrade	\$ -	\$ 60,000	\$ <b>60,000</b>	Budgeted in FY 19/20
	\$ -	\$ 10,000	\$ <b>10,000</b>	Change Order for assistance in Under Canvas and Terra Vi EIR
City Gate Associates	\$ -	\$ 80,000	\$ <b>80,000</b>	evaluation, staffing alternatives evaluation; Board approved Special Tax Consulting. Was left out of budget initially, then Board approved in 2020/21. Inadvertently not carried forward from 2019/20
SCI Consulting				
NBS Consulting	\$ -	\$ 18,400	\$ <b>18,400</b>	CFD formation Fire/Park Split; Board approved- 92/8
			\$ <b>(72,466)</b>	<b>Total Fire Expense Reduction</b>
			\$ <b>(59,055)</b>	<b>Total Fire Revenue increase</b>
			\$ <b>(131,521)</b>	<b>Total Fire Fund Bottom Line Difference</b>

GCSD 2020/21 Mid-Year Budget Adjustment

**Non Fire Operating Expense Items**

IT Services-Admin	\$ 97,000	\$ 122,000	\$ 25,000	Laserfiche/Increased IT/equipment costs
EDIS (Secondary medical insurance)	\$ 20,000	\$ 40,000	\$ 20,000	Previous fiscal year claims were settled this year
	\$ 4,500	\$ 17,025	\$ 12,525	Disinfecting Services COVID (potentially reimbursable through FEMA)
Janitorial Admin				
Utilities-Park	\$ 35,000	\$ 47,000	\$ 12,000	Large Water Bills
NBS Consulting CFD-Park	\$ -	\$ 1,600	\$ 1,600	CFD formation Fire/Park Split; Board approved- 9/2/8
WRT Consulting	\$ -	\$ 14,955	\$ 14,955	Park Amenities Study and Plan, Board approved
Repair/Maint - Sewer- Equipment	\$ 20,000	\$ 35,000	\$ 15,000	Generator Repairs
Repair/Maint-Sewer-Collections	\$ 20,000	\$ 35,000	\$ 15,000	LS #5 Repair
	\$ 15,000	\$ 23,000	\$ 8,000	
Tools/Equipment Water&Sewer				Tools for crane vehicle, budgeted last FY as part of vehicle purchase
IT Position	\$ -	\$ 39,250	\$ 39,250	Board Approved Position Addition
Great America Lease (Phone System)	\$ -	\$ 3,440	\$ 3,440	Old phone system payoff
			\$ 166,770	<b>Changes to be made to the water, sewer, fire and park operating budgets</b>
<b>Subtotal Non-Fire Operating Expenses</b>				

**Unplanned/Adjusted Capital Expenses**

	\$ -	\$ 15,000	\$ 15,000	Grant period extended to March 2021, engineering for revised/updated plans and specs
Downtown Groveland/BOF Planning	\$ -	\$ 144,000	\$ 144,000	Budgeted and ordered in FY 19/20, received this FY after close of last
Crane Truck				
Server Upgrade	\$ 31,000	\$ 35,665	\$ 4,665	Over Budget
2020 Honda ATV	\$ -	\$ 18,058	\$ 18,058	Board approved for offroad easement patrol
Pickup Replacement Purchase Savings			\$ (18,058)	Cost savings on two trucks offset ATV cost
	\$ -	\$ 5,400	\$ 5,400	Reclassified to Capital from Repair and Maint. Expense
Tank #2 AC				Water&Sewer
Repair & Maint.-Water&Sewer	\$ 5,400	\$ -	\$ (5,400)	"
Gaembsa Blower	\$ -	\$ 3,533	\$ 3,533	Critical Equipment Replacement, Not Separately Budgeted
Flow Meter	\$ -	\$ 3,265	\$ 3,265	Critical Equipment Replacement, Not Separately Budgeted
<b>Subtotal Non-Fire Capital Expenses</b>			\$ 170,463	<b>Changes to be made to the Capital Outlay Schedule</b>





## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSO Board of Directors

**FROM:** Pete Kampa, General Manager

**DATE:** January 12, 2021

**SUBJECT:** Agenda Item 6B. Adoption of a Resolution Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners, Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite)

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 01-2021 Ratifying the General Manager's Execution of an Advance Funding Agreement with Preserve Partners, Inc. to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite).*

### **BACKGROUND:**

The District is the exclusive service provider for water, sewer park and fire services within the GCSO boundaries. As such, when a land development project is proposed within the GCSO boundaries and is to receive our services, the proponent must work with the District to meet standards and requirements established in our [Facilities Development policies](#), available on the GCSO website. Preserve Partners, Inc and its consultants have submitted an application to Tuolumne County to develop a high end lodging project on the south side of Hwy 120 between Big Oak Flat and Groveland. Additional information about the project can be found in the attached agreement, Exhibit A.

The intent of the GCSO [Facilities Development policies](#) (Section 6) are to establish the terms and conditions that the Board of Directors deems appropriate to assure that development proceeds in a consistent manner under rules that are both fair to the developer and protective of the District's existing customers, both in the short term and long term. The General Manager is delegated the responsibility to facilitate the development process under the policy guidelines established.

The following are the intents of the District Board of Directors ("Board") when considering developments:

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

12. If on-going costs of operating and maintaining the infrastructure within a development are higher than the costs associated with the existing infrastructure, then the District shall cover these additional costs by implementing a cost mitigation plan, such as forming an improvement district for the new development so that the existing District customers do not subsidize services provided to the new development.
13. The District shall require the developer to prepare a detailed financial impact analysis as part of the Sub-Area Master Plan. The analysis shall evaluate long-term financial impacts on existing District customers for providing water, wastewater, parks and fire services to the proposed development. The analysis shall also disclose any anticipated additional costs (including the re-allocation of government fund taxes) or reduction in service to existing customers and future customers moving into the new development caused by the development of the proposed project.
14. The developer shall cover the operation and maintenance costs of the project associated with water, wastewater, parks and fire service between the time of the District's acceptance of the project and full build-out of the project, less that portion of the operation and maintenance costs paid by customers who have moved into the new project.
15. If the District Board of Directors is to consider a reduction in service for existing customers to accommodate a new development, then the Board shall hold public hearing(s) to disclose to the public the nature of the reduction in service and to receive input from the public regarding the reduction in service.

The first action of the developer is to prepare an Application for GCSD Service that outlines the scope and location of the proposed development and to execute an Advanced Funding Agreement. The developer has submitted the application and associated fees and initial deposit. The application allowed staff to prepare the Advance Funding Agreement and estimate the scope of work for the project. The action recommended at this meeting is for the Board to ratify the Advance Funding Agreement approved by the General Manager; attached. The Advance Funding Agreement between the developer and the District must be executed by both parties before the District reviews the developer's application. The Advance Funding Agreement will:

1. Provide for the scope of work to be provided by District personnel and consultants in reviewing the application;
2. Estimate the amount of administrative, engineering and legal costs to be incurred by the District in reviewing the application;
3. Provide for a cash deposit to cover those estimated costs with the provision that once the cash deposit is reduced to a specified level, that future work on processing the application by District personnel will not continue until the account balance specified in the Advance Funding Agreement has been restored to the original amount required by the agreement; and

4. Indemnify the District against any action taken by the developer or by any third party against the developer and/or the District for the proposed project.

The District Engineer must conduct certain initial infrastructure evaluations to determine requirements for connection of the project to the District water and sewer systems. A detailed Scope of Work and cost estimate expected to occur for the project to proceed through completion is attached to the Agreement as Exhibit B. The project proponent has executed and the General Manager has approved the Agreement for Board ratification. Once the Agreement is executed, the deposit and insurance documents will be submitted to the District and project review work will begin in more detail. Staff will keep the Board informed on the progress of the project.

**ATTACHMENTS:**

- Advance Funding Agreement
  - Funding Agreement Exhibit A – Project Map
  - Funding Agreement Exhibit B Work Scope and Deposit Estimates

**FINANCIAL IMPACT:**

The initial estimated total cost of the required legal, engineering, operations and administrative staff efforts through the term of this project, from feasibility determination through infrastructure dedication/acceptance is \$24,638.67. The purpose of this agreement is to secure the timely deposits from the developer needed to cover all District costs for the project.

## Appendix 600-F ADVANCED FUNDING AGREEMENT

### ADVANCE FUNDING AGREEMENT REGARDING COSTS PERTAINING TO FACILITIES DEVELOPMENT PLAN FOR THE HWY 120 Lodging TENTATIVE MAP

THIS ADVANCE FUNDING AGREEMENT (the "Agreement") dated as of January 5, 2021, ~~2008~~ is entered into by and between the Groveland Community Services District, a community services district and a political subdivision of the State of California, formed and acting pursuant to Government Code Section 61000 et seq., (the "District"), and Preserve Partners, Inc., a \_\_\_\_\_ corporation, ("Developer"). District and Developer are hereinafter sometimes referred to collectively herein as the "Parties."

#### RECITALS:

- A. Developer is under contract to purchase certain real property (the "Property") within the District, which it intends to develop as a Luxury Hospitality Resort (commercial) to be known as Hwy 120 Lodging (the "Project"). A map depicting the location of the Property is attached hereto as Exhibit "A" and is incorporated herein by this reference.
- B. The Property is located within the County of Tuolumne (the "County").
- C. District is the public agency responsible for the development, operation, maintenance, repair, and improvement of water supply, water treatment, water conveyance, sewer collection, sewer treatment, recycled water, fire suppression services, park and recreation facilities and services, and community buildings located within its jurisdictional boundaries. District's Facilities Development Policies located at Section 600 of the District's Operational Policies requires Developer to plan, design, fund, construct, and warrant all water supply, distribution and treatment facilities (the "Water System Improvements"), all sewer collection and treatment facilities (the "Sewer System Improvements"), all recycled water system improvements ("Recycled Water System Improvements"), all fire suppression facilities and services (the "Fire Suppression Facilities and Services"), all park and recreation improvements and facilities (the "Park and Recreation Improvements and Services"), and community buildings (the "Community Building Facilities") to serve the residents of the Project. County has designated District as the public agency responsible for providing water, sewer, fire suppression, park and recreational facilities and services, and community buildings to the Project and its residents. It is therefore necessary that District and Developer agree on the nature, location, size, amenities, plans and specifications for the Water System Improvements, Sewer System Improvements, Recycled Water System Improvements, Fire Suppression Facilities and Services, Park and Recreation Improvements and Services, and Community Building Facilities to be constructed within the Project dedicated to District. Upon acceptance of all such improvement projects and dedication to District, District shall be responsible for all operation and maintenance of such Water System Improvements, Sewer System Improvements, Recycled Water System Improvements, Fire Suppression Facilities and Services, Park and Recreation Improvements and Services, Community Building Facilities (hereinafter the "Improvements") within the Project.

D. District has adopted by Ordinance its Facilities Development Policies which require Developer to enter into this Advance Funding Agreement and a Development Agreement with the District specifying the obligations of the Developer and the needs of the District with respect to planning, constructing, operating and maintaining the Improvements to serve the residents of the Project. Said Facilities Development Policies also enact a fee program by which fees are charged to each Developer to cover the administrative, engineering, legal, environmental and consulting costs incurred by District in the planning, design, financing and construction of the Improvements to serve the Project (the "Fee Program").

E. In order to comply with the Fee Program, Developer hereby agrees to advance funds to District to reimburse the administrative, engineering, legal, environmental and other consulting costs incurred by the District for those services and in those amounts as specified in the Scope of Work attached hereto as Exhibit "B."

F. In consideration of Developer's advance funding of such administrative, engineering, legal, environmental and other consulting costs incurred by District, District agrees to undertake and complete the work described in the Scope of Work.

G. District has established the Project Development Trust Fund (hereinafter the "Fund") for the purpose of accepting advances of funds by Developer to District to be used by District to pay those costs and expenses incurred by District in performing the activities described in the Scope of Work.

## **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

1. **Recitals.** Each of the above recitals is incorporated herein and is true and correct.
2. **Scope of Work.** The Parties agree that the Scope of Work attached hereto contains the summary of the primary tasks to be performed by District and its staff in reviewing, revising, modifying, approving, inspecting, and accepting the Improvements to be constructed by Developer to serve the Project; estimating the costs of planning, designing and constructing such Improvements and providing such services; and developing a financing plan to provide for the design, planning, construction, operation and maintenance of the Improvements constructed within the Project to serve its residents.

District will retain, at Developer's expense, the necessary consultants to perform the tasks outlined in the Scope of Work, including, but not limited to engineers, special tax consultants, attorneys, architects, environmental consultants and any other consultants deemed necessary by District.

3. **Advance Funding.** In order to begin performing the tasks outlined in the Scope of Work, Developer will advance to District the sum of Thirteen Thousand Dollars (\$ 13,000.00) within fifteen (15) days after full execution of this Agreement. Developer in its water and sewer service application to the District advanced the amount of \$2500 as a deposit toward initial feasibility evaluation expenses and preparation of the Scope of Work hereto; the "Application Deposit". The deposits listed above are intended to apply toward Exhibit B Scope of Work Steps 1 and 2. From time to time, Developer shall make additional advances to the District within fifteen (15) days following receipt from District of a written notice which will request an additional advance to cover the costs of District to perform the tasks outlined in the Scope of Work. Developer shall make such subsequent advances as requested by District up to a total of \$ 24,638.67.

If Developer does not deliver the requested funding amount to District within such fifteen (15) day period, District will have no obligation to proceed with the tasks outlined in the Scope of Work unless or until such additional advances are received. Should Developer decide to abandon the Project, Developer shall be responsible to pay all costs and expenses incurred by the District or any District consultant or advisor relating to the tasks outlined in the Scope of Work until work with respect to the tasks outlined in the Scope of Work ceases following the receipt of Developer's notice of abandonment. In the event of Developer's decision to abandon the Project or otherwise refuse to deliver the requested additional funding amount to District as requested by District within the applicable 15-day period, Developer hereby consents to, and hereby waives, any protest it may have to the following remedies to be exercised by District: (1) recording in the office of the County Recorder a Certificate declaring the amount of the charges and penalties unpaid and due from Developer, which, from the time of recordation, shall constitute a lien against all real property of Developer owned in Tuolumne County; and (2) to the preparation and filing of a report with the County Auditor of Tuolumne County requesting that the amount of charges and penalties unpaid by Developer be collected on the Property Tax Roll by the Tuolumne County Tax Collector in the same manner as property taxes, all as provided in Government Code Section 61115(b) and (c).

The District will provide written notice to Developer when the balance of remaining advances is reduced to Five Thousand Dollars (\$5,000.00). District will provide to Developer upon request the summary of how the advances have been spent and the unexpended balance remaining.

The District shall give Developer thirty (30) days written notice in the event that the funds required to pay the costs and expenses of District exceed the total amount set forth above. Prior to such notice District shall be available to meet with the Developer to discuss the need for additional advances, including amounts, timing, and tasks to be completed. At such time the District shall provide the Developer with an estimate of additional costs and expenses to be incurred by the District to complete the tasks outlined in the Scope of Work. The Developer shall, within fifteen (15) days following receipt from District of such estimate, advance additional funds to pay such estimate costs and expenditures of the District. If the District does not receive additional advances for such costs and expenditures within such 15-day period, the District shall cease all work and effort related to the tasks outlined in the Scope of Work until such time as the Developer has advanced additional funds to pay such estimated costs and expenditures.

4. Deposit and Expenditure. District shall immediately deposit all advances from Developer into the Fund upon receipt from Developer. As District incurs the direct and indirect costs and expenses associated with the tasks specified in the Scope of Work, District shall disburse from the Fund the sums required to pay said costs and expenses. The General Manager of District shall have sole discretion as to the disbursement of said Funds, limited only by the provisions of this Agreement.

5. Reimbursement. If, for any reason, the Developer abandons the Project, and Developer delivers notice thereof to District pursuant to Paragraph 6 hereof, and in the manner described in Paragraph 7 hereof, District shall promptly return to Developer any funds advanced by Developer for those particular tasks outlined in the Scope of Work which will not be implemented to the extent such funds have not been expended or committed under contract for any authorized purpose by the time such tasks are either not implemented or abandoned.

6. Indemnification. Developer shall assume the defense of, and indemnify and save harmless, the District, its officers, employees and agents, and each and every one of them, from and against all actions, liability, damages, claims, losses, or expenses of every type and description to which they may be subjected or put to by reason of or resulting from: (1) performance of, or failure to perform, the work or any other obligations of this Agreement by Developer, any subcontractor or

Developer's agents or employees; (2) any negligent act or omission of Developer, any subcontractor, Developer's agents or employees, in connection with any acts performed or required to be performed pursuant to this Agreement; (3) any dangerous or defective condition arising or resulting from any of the actions or omissions of Developer, Developer's agents or employees carrying out the provisions of this Agreement. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by the District as the party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees.

Developer further agrees to indemnify, defend and hold harmless the District, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this Agreement challenging the validity of this Agreement, or otherwise arising out of or stemming from this Agreement, its approval, and/or the process relating thereto, including, but not limited to, any legal proceeding alleging that the District has failed to comply with the California Environmental Quality Act ("CEQA") with respect to this Agreement or the Project.

7. Notices. Any notice to be provided pursuant to this Agreement shall be delivered to the following addresses:

Developer:

Preserve Partners, Inc.  
2019 S. Main St.  
Salt Lake City, UT 84115  
Attention: James Tate  
Telephone: 917-699-0730  
Facsimile:

District: Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321-0350  
Attention: General Manager  
Telephone: (209) 962-7161  
Facsimile: (209) 962-4943

Each party may change its address for delivery of notice by delivering written notice of such change of address to the other party.

8. Assignment. Developer may not assign its interest in this Agreement without the prior written consent of the District, which consent shall not be unreasonably withheld.

9. Severability. Each provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

10. Entire Agreement. This Agreement (including all Exhibits attached hereto) is the final expression of, and contains the entire agreement between, the parties with respect to the subject matter hereof and supersedes all prior understandings, written or oral, with respect thereto. This Agreement may not be modified, changed, supplemented, superseded, canceled or terminated, nor may any obligations hereunder be waived, except by written instrument signed by both Parties hereto.



11. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

12. Attorneys' Fees. In the event any action is initiated by either party seeking to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to an award of its reasonable attorneys' fees and costs from the other party hereto. The prevailing party will be entitled to an award of attorneys' fees in an amount sufficient to compensate the prevailing party for all attorneys' fees incurred in good faith.

13. No Third Party Beneficiaries. No person or entity shall be deemed to be a third party beneficiary hereof, and nothing in this Agreement, either express or implied, is intended to confer upon any person or entity, other than the District and Developer, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

14. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California.

15. Term. This Agreement shall remain in full force and effect for a period of three (3) years from the date of full execution hereof, provided that the Agreement is subject to early termination by Developer, should Developer elect to abandon the Project pursuant to notice to the District as described in said Paragraph 3.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

**DISTRICT:**

GROVELAND COMMUNITY SERVICES DISTRICT, a political subdivision of the State of California

By:

\_\_\_\_\_  
Chairperson

By:

\_\_\_\_\_  
General Manager

**DEVELOPER:**

Yonder Hospitality LLC  
a \_\_\_\_\_ corporation

DocuSigned by:  
By: Hannah Collins  
B038301D4AF543B

Name: Hannah Collins  
James Tate

Title: Head of Design and Hospitality

**EXHIBIT “A”**

**MAP DEPICTING THE PROPERTY**



# COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP  
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

Date: September 25, 2020

To: Interested Stakeholder

From: Tuolumne County Community Development Department

RE: Yonder Yosemite Site Development Permit SDP20-005  
Assessor's Parcel Numbers: 066-140-013, -014, -015, -016, -017, -018, -019, -022, -031, and -032

48 Yaney Avenue, Sonora  
Mailing: 2 S. Green Street  
Sonora, CA 95370  
(209) 533-5633  
(209) 533-5616 (Fax)  
(209) 533-5909 (Fax – EHD)  
www.tuolumnecounty.ca.gov

The Community Development Department thanks you for your participation in the land development process in Tuolumne County. We value your comments and look forward to your continued participation in our planning process. This process provides information on your requirements and concerns to the applicant early in the review process. Involvement on your part can eliminate or minimize problems that could arise later.

We have received an application from Yonder Yosemite for Site Development Permit SDP20-005 to allow the development of a hospitality site, which would include guest suites, a lodge, restaurant, pool, spa, and outdoor movie theater. The project site consists of 10 parcels totaling 36.33± acres zoned C-1 (General Commercial) under Title 17 of the Tuolumne County Ordinance Code.

**LOCATION:** The project site is located along State Route 120, southwest of the intersection of State Route 120 and Memorial Drive, in the community of Big Oak Flat. Within a portion of Section 29, Township 1 South, Range 16 East, Mount Diablo Baseline and Meridian and within Supervisorial District 4. Assessor's Parcel Numbers 066-140-013, -014, -015, -016, -017, -018, -019, -022, -031, and -032.

Access: Highway 120 Cul-de-Sac: No

Sewage Disposal Method: GCSD

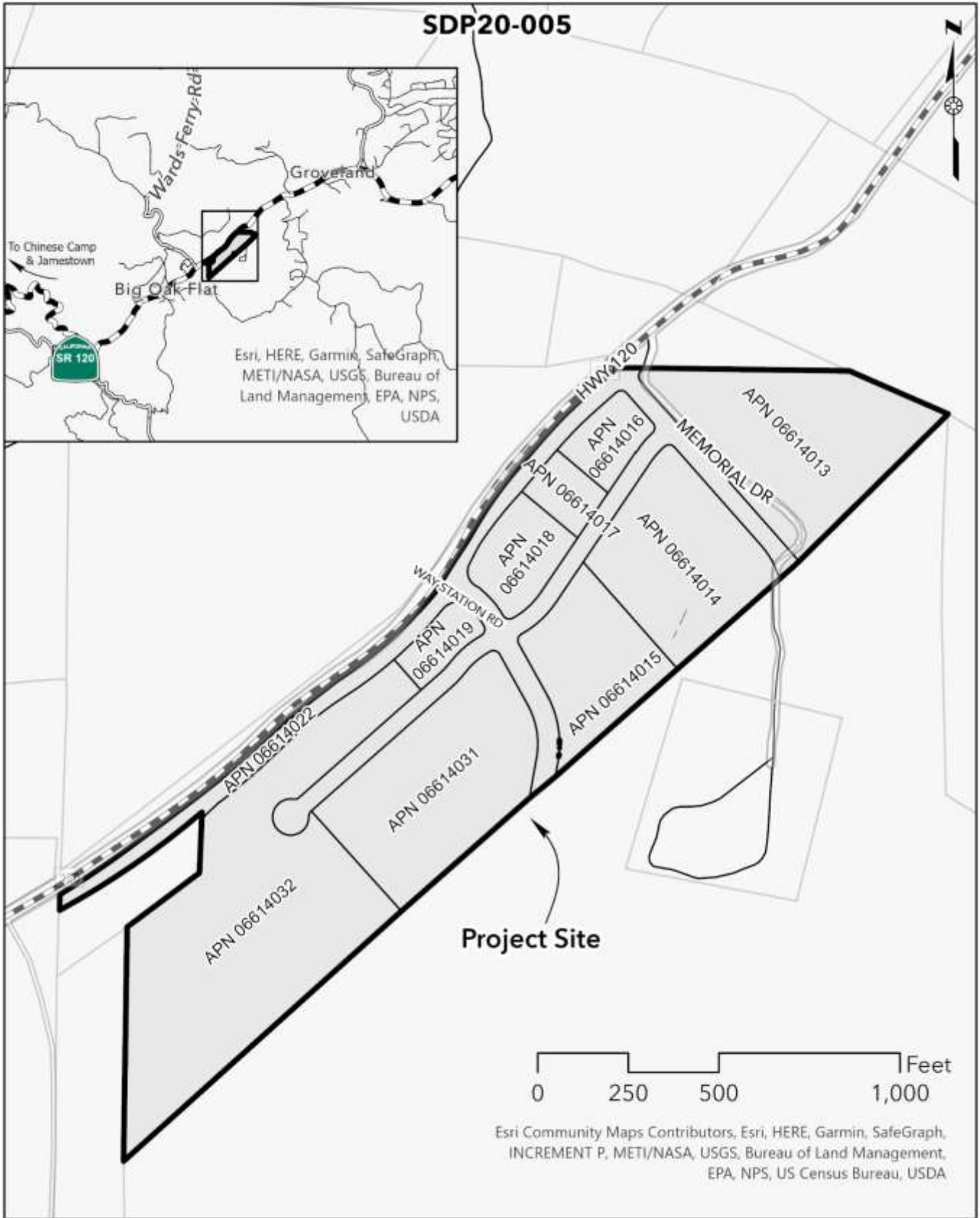
Water Source: GCSD Fire Hazard Rating: Very High

Additional Information:

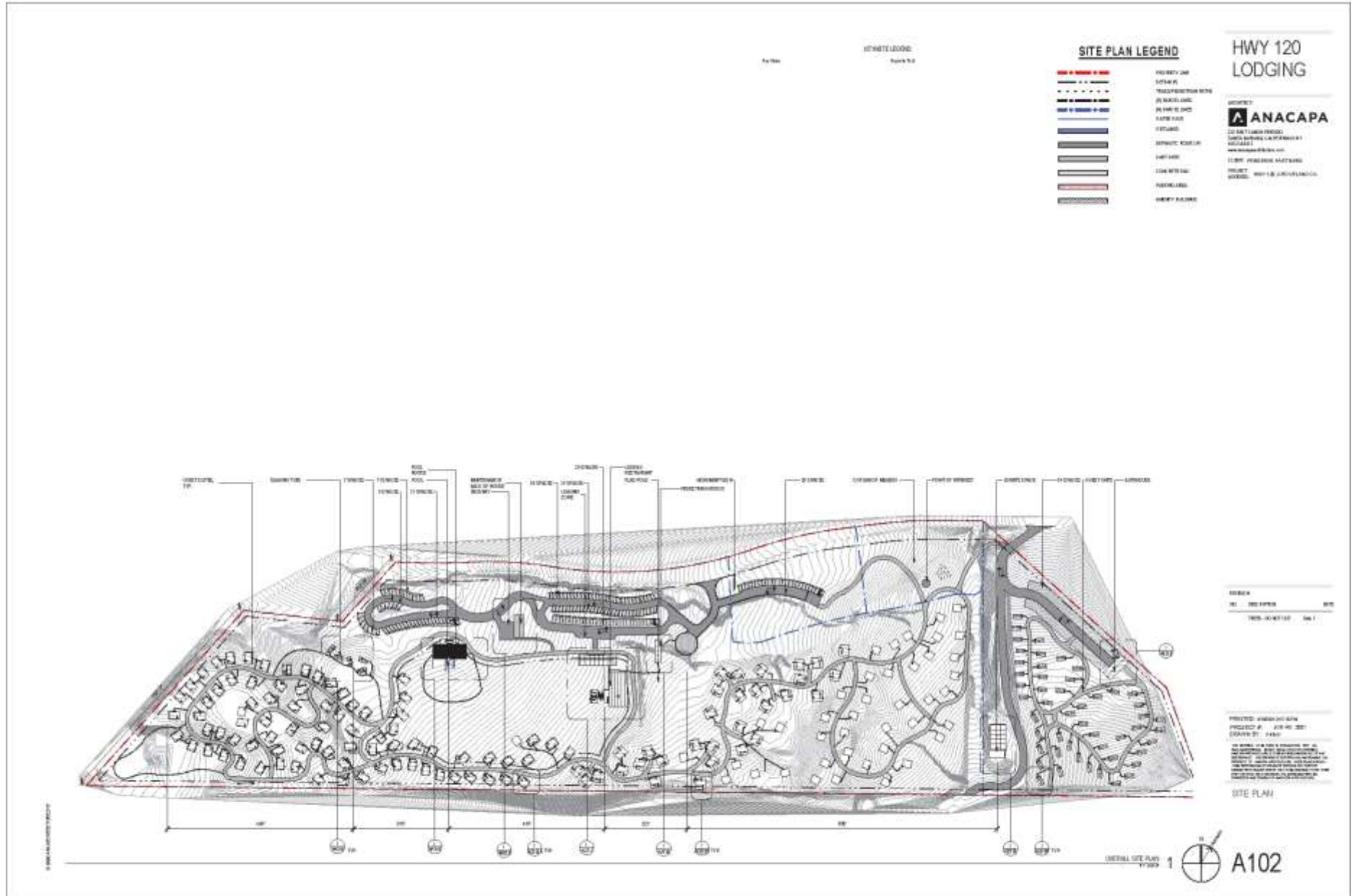
1. Public water and sewer are proposed to be provided by the Groveland Community Services District (GCSD).
2. The proposed development would consist of individual guest suites, pool, soaking tubs, event space, outdoor theater, and a lodge which would consist of reception, lobby, a store, a restaurant, and library.
3. The guest suites will range from approximately 225 square feet to approximately 350 square feet in size. A total of 200 guest suites are proposed. 150 of the guest suites would include a bathroom facility and 50 of the guest suites would utilize the bathhouse facility.

In accordance with Section 15063(g) and 15044 of the "State EIR Guidelines" as adopted by Tuolumne County, we are offering you the opportunity to comment this project. Please complete the following and return no later than **Wednesday, October 14, 2020**.

Staff Contact: Natalie Rizzi  
(209) 533-5936, [nrizzi@co.tuolumne.ca.us](mailto:nrizzi@co.tuolumne.ca.us)



# Site Plan





# Guest Suite- Typical Elevation and Floor Plan

6 NORTH ELEVATION

5 EAST ELEVATION

4 SOUTH ELEVATION

3 WEST ELEVATION

2

1

**CONTENTS**

001 002 003 004 005

**HWY 120 LODGING**

**ANACAPA**

PROJECT: HWY 120 LODGING  
 1000 1000 1000  
 1000 1000 1000  
 1000 1000 1000

PROJECT NUMBER: 210  
 PROJECT: HWY 120 LODGING  
 DRAWING: AG210B

**GUEST SUITE FLOOR PLAN**

**AG210B**

**EXHIBIT “B”****SCOPE OF WORK****Description of Services** (See attached worksheet)**Estimated Costs**

For all District activities involved in Step 1 of the District’s Facilities Development Policies outlined in Section 603.2 of said Policies including, but not limited to the following: Review Developer’s Preliminary Application; negotiate, prepare and approve this Advance Funding Agreement; determine the Scope of Work to be provided by District personnel and consultants in reviewing the Developer’s Preliminary Application; estimate the amount of administrative, legal, engineering, environmental and other consultant costs to be incurred by District in reviewing the application; produce applicable maps, models, and reports to assist Developer in preparing a Sub-Area Master Plan (SAMP) and environmental documentation required by the California Environmental Quality Act (“CEQA Documentation”); assemble and provide to Developer information regarding District Water System improvement capacities, Sewer System improvement capacities, Fire Suppression capacities, nature and extent of Park and Recreational services and facilities, and other latent powers which may be exercised by the District from time to time; assemble and provide information to Developer regarding future planning activities contemplated by the District with respect to its Water System Improvements, Sewer System Improvements, Recycled Water System Improvements, Fire Suppression Facilities and Services, and Park and Recreational Improvements and Services; review, analyze and report on the implications of annexation of all or a part of the Project into the jurisdictional boundaries of the District if required by the parameters of the Project as proposed by Developer.

\$ 4510.55

All of those activities described in Step 2 of the Development Process as outlined in the District’s Facility Development Policies Section 603.3: Assist Developer in preparation, revision, and finalization of the Sub-Area Master Plan (SAMP) and appropriate environmental documentation pursuant to CEQA for the proposed Project; provide for review and approval of the SAMP by the District Board of Directors; interface with County with respect to the details of the SAMP; prepare for and perform all functions required of a Lead Agency under CEQA regarding approval of the SAMP; work with the designated Environmental Consultants regarding appropriate and comprehensive CEQA Documentation for the SAMP; meet with and coordinate with County officials regarding CEQA Documentation and approval of SAMP; review and analyze the Developer Information Form and perform due diligence regarding information provided by



Developer in Developer Information Form; review Developer's Request of District Services to Subdivision; establish and monitor a Trust Fund for deposit of funds by Developer pursuant to this Agreement; review, analyze, comment upon and revise as necessary CEQA Documentation prepared by Developer and the Environmental Consultant for the SAMP; review and analysis of the SAMP regarding present system capacities, future system capacities with planned build-out of the Project, impact of the Project on present and future capacities, discussion of alternative infrastructure improvement methods for the Project; evaluation of alternatives presented in the SAMP for capital and analyze long-term operations and maintenance costs as well as impacts on fire and rescue services and park and recreational services provided by District; review and analysis of detailed financial impact analysis as part of the SAMP including long-term financial impacts on existing District customers for providing water, wastewater, fire suppression and park and recreational services to the Project; a discussion of the short-term and long-term financial impacts on existing customers stemming from the Project; review, analysis and revision of the proposed mitigation efforts to minimize the impacts of the Project on the District's existing customer base; review, revision and negotiation regarding elements of the SAMP between Developer and the District's Board of Directors; review, analysis, comments upon and suggested revisions to CEQA Documentation regarding the SAMP and the Project in general; meet and confer with the Environmental Consultant when selected by Developer, and/or meet and confer with the Environmental Consultant by Developer and the Environmental Consultant selected by District for peer review purposes regarding the CEQA Documentation for the Project and the SAMP; pursuant to District Facilities Development Policies Section 603.3.2 I.1.

\$ 6409.13

Perform all activities listed in Step 3 of the District's Facilities Development Policies, including, but not limited to, all of those activities described in Section 603.4 of said Policies as follows: Negotiate, prepare, present to Board of Directors for approval and execution of a Development Agreement between Developer and District for the Project; if all or any part of the Project is required to be annexed into the District, negotiation, preparation, Board review and approval of an Annexation Agreement between Developer and District; review, revision, and negotiation of Developer's Project, Design by District Staff and Consultants in order to insure compliance with District's Development Improvement Standards; all construction administration and inspection required for construction of the Improvements to comply with District standards; review, revision and approval of all security facilities required of Developer for construction of the Improvements whether performance bonds, payment bonds, irrevocable letters of credit, cash deposits, or otherwise; review and inspection of the construction of the Improvements upon completion in order to recommend final Project approval; revision and due diligence of any warranty security provided by Developer pursuant to the District's Facilities Development Policies Section 603.4.2 E and Section 603.5.

\$ 11,576.04

Compliance with all the terms and conditions of Step 4 of the District's Facilities Development Policies set forth in Section 603.5 of said Policies as follows: Analyze and inspect the Improvements for the two-year warranty period to ensure that all warranty obligations of Developer are satisfied; review, renew and update as possible any performance warranty bonds or irrevocable letters of credit offered by Developer to satisfy its warranty obligation; if necessary for the Project, comply with all the requirements of the annexation process including conducting public hearings and board meetings regarding annexation; negotiations with and meetings with Developer and the Local Agency Formation Commission (LAFCO) regarding terms and conditions of the annexation; reviewing any and all LAFCO documentation and attending all LAFCO hearings regarding annexation; reviewing and revising any terms or conditions of annexation assigned by LAFCO to any proposed annexation; analysis of all easements and rights of way for the maintenance, repair and replacement of all Improvements constructed by Developer pursuant to this Agreement; take all steps necessary to form a Community Facilities District pursuant to the Mello-Roos Community Facilities District Act (Gov. Code § 53311) for the purpose of levying a special tax upon owners of the property to finance the cost of continuing maintenance, repair and replacement of park and recreational improvements constructed to serve the Project, and/or to finance the cost of providing fire suppression services to the Project; in the alternative, take all steps necessary to form a Landscape and Lighting Improvement District pursuant to the Landscaping and Lighting Assessment District Act of 1972 (Streets & Highways Code § 22500 et seq.) for the purpose of levying a special assessment upon owners of property within the Project to finance the costs of continuing maintenance, repair and replacement of park and recreational improvements constructed within the Project and/or fire suppression facilities and services to serve the Project; process all requests for easements to be granted by the District on District property, including, but not limited to, review of all applicable Preliminary Title Reports on the affected property, field inspection and investigation of proposed easement locations, negotiation of the terms and conditions of each easement in an Easement Agreement, negotiate, prepare, and record any and all necessary grants of easements or other rights of way upon District property necessary for the development of the Project.

\$ 2142.96

Estimated administrative costs of District personnel, consultants, engineers, and attorneys in providing the services specified in the Scope of Work:

**TOTAL** \$ 24,638.67



# Advance Funding Agreement Exhibit B, Cost Estimate Worksheet

**IMPORTANT NOTE:** This worksheet is for estimating costs in advance of project implementation and in no way establishes firm costs, work scopes, schedules, timelines or costs for unexpected items or work. Simply because a particular work items is not listed, or is listed with a particular effort level, does not mean that the item is or is not necessary, or the amount of hours or cost estimated is correct

Step	Items	Staff Hours Quantity	Staff Cost (\$)	Consultant/Legal Cost (\$)
			Estimated	Estimated
	<b>Work typically performed by consultants</b>			
<b>S T E P  1</b>	Application Review	0.50	\$22.54	
	Prepare and process advance funding agreement	1.50	\$67.61	\$500.00
	Personnel and Consultant scope determination	2.00	\$90.14	\$450.00
	Produce legal, engineering, environmental consultant cost estimates	1.50	\$67.61	
	<b>Produce and review applicable maps, models, and reports to assist Developer in preparing a Sub-Area Master Plan (SAMP) and environmental documentation required by the California Environmental Quality Act ("CEQA Documentation")</b>	16.00	\$721.12	\$1,200.00
	<b>Assemble and provide to Developer information regarding District Water System improvement capacities, Sewer System improvement capacities, Fire Suppression capacities, nature and extent of Park and Recreational services and facilities, and other latent powers which may be exercised by the District from time to time</b>	4.00	\$180.28	\$1,200.00
	Assemble and provide information to Developer regarding future planning activities contemplated by the District with respect to its Water System Improvements, Sewer System Improvements, Recycled Water System Improvements, Fire Suppression Facilities and Services, and Park and Recreational Improvements and Services	0.25	\$11.27	
	Review, analyze and report on the implications of annexation of all or a part of the Project into the jurisdictional boundaries of the District if required by the parameters of the Project as proposed by Developer	0.00	\$0.00	
<b>SUBTOTAL STEP 1</b>		<b>25.75</b>	<b>\$1,160.55</b>	<b>\$3,350.00</b>

**IMPORTANT NOTE:** This worksheet is for estimating costs in advance of project implementation and in no way establishes firm costs, work scopes, schedules, timelines or costs for unexpected items or work. Simply because a particular work items is not listed, or is listed with a particular effort level, does not mean that the item is or is not necessary, or the amount of hours or cost estimated is correct

			Staff Cost (\$)	Consultant/Legal Cost (\$)
Step	Items	Staff Hours Quantity	Estimated	Estimated
<b>S T E P  2</b>	Assist Developer in preparation, revision, and finalization of the Sub-Area Master Plan (SAMP) and appropriate environmental documentation pursuant to CEQA for the proposed Project	16.00	\$721.12	
	Provide for review and approval of the SAMP by the District Board of Directors;	2.00	\$90.14	\$250.00
	Interface with County with respect to the details of the SAMP	1.00	\$45.07	
	Prepare for and perform all functions required of a Lead Agency under CEQA regarding approval of the SAMP; work with the designated Environmental Consultants regarding appropriate and comprehensive CEQA Documentation for the SAMP; meet with and coordinate with County officials regarding CEQA Documentation and approval of SAMP; review and analyze the Developer Information Form and perform due diligence regarding information provided by Developer in Developer Information Form	16.00	\$721.12	
	Establish and monitor a Trust Fund for deposit of funds by Developer pursuant to this Agreement;	12.00	\$540.84	
	Review, analyze, comment upon and revise as necessary CEQA Documentation prepared by Developer and the Environmental Consultant for the SAMP	4.00	\$180.28	\$500.00
	Review and analysis of the SAMP regarding present system capacities, future system capacities with planned build-out of the Project, impact of the Project on present and future capacities, discussion of alternative infrastructure improvement methods for the Project	4.00	\$180.28	\$3,000.00
	Evaluation of alternatives presented in the SAMP for capital and analyze long-term operations and maintenance costs as well as impacts on fire and rescue services and park and recreational services provided by District	2.00	\$90.14	
	Review and analysis of detailed financial impact analysis as part of the SAMP including long-term financial impacts on existing District customers for providing water, wastewater, fire suppression and park and recreational services to the Project, analysis and revision of the proposed mitigation efforts to minimize the impacts of the Project on the District's existing customer base	2.00	\$90.14	
	Review, revision and negotiation regarding elements of the SAMP between Developer and the District's Board of Directors	0.00	\$0.00	
<b>SUBTOTAL STEP 2</b>		<b>59.00</b>	<b>\$2,659.13</b>	<b>\$3,750.00</b>

**IMPORTANT NOTE:** This worksheet is for estimating costs in advance of project implementation and in no way establishes firm costs, work scopes, schedules, timelines or costs for unexpected items or work. Simply because a particular work items is not listed, or is listed with a particular effort level, does not mean that the item is or is not necessary, or the amount of hours or cost estimated is correct

			Staff Cost (\$)	Consultant/Legal Cost (\$)
Step	Items	Staff Hours Quantity	Estimated	Estimated
<b>S T E P  3</b>	Negotiate, prepare, present to Board of Directors for approval and execution of a Development Agreement between Developer and District for the Project;	2.50	\$112.68	\$500.00
	If all or any part of the Project is required to be annexed into the District, negotiation, preparation, Board review and approval of an Annexation Agreement between Developer and District	0.00	\$0.00	
	Review, revision, and negotiation of Developer’s Project, Design by District Staff and Consultants in order to insure compliance with District’s Development Improvement Standards	6.00	\$270.42	\$2,400.00
	All construction administration and inspection required for construction of the Improvements to comply with District standards	40.00	\$1,802.80	\$4,800.00
	Review, revision and approval of all security facilities required of Developer for construction of the Improvements whether performance bonds, payment bonds, irrevocable letters of credit, cash deposits, or otherwise	1.00	\$45.07	\$500.00
	Review and inspection of the construction of the Improvements upon completion in order to recommend final Project approval	1.00	\$45.07	\$1,100.00
	Revision and due diligence of any warranty security provided by Developer	0.00	\$0.00	
<b>SUBTOTAL STEP 3</b>		<b>50.50</b>	<b>\$2,276.04</b>	<b>\$9,300.00</b>

**IMPORTANT NOTE:** This worksheet is for estimating costs in advance of project implementation and in no way establishes firm costs, work scopes, schedules, timelines or costs for unexpected items or work. Simply because a particular work items is not listed, or is listed with a particular effort level, does not mean that the item is or is not necessary, or the amount of hours or cost estimated is correct

			Staff Cost (\$)	Consultant/Legal Cost (\$)
Step	Items	Staff Hours Quantity	Estimated	Estimated
<b>S T E P  4</b>	Analyze and inspect the Improvements for the two-year warranty period to ensure that all warranty obligations of Developer are satisfied	1.00	\$45.07	\$600.00
	Review, renew and update as possible any performance warranty bonds or irrevocable letters of credit offered by Developer to satisfy its warranty obligation	0.50	\$22.54	
	If necessary for the Project, comply with all the requirements of the annexation process including conducting public hearings and board meetings regarding annexation; negotiations with and meetings with Developer and the Local Agency Formation Commission (LAFCO) regarding terms and conditions of the annexation; reviewing any and all LAFCO documentation and attending all LAFCO hearings regarding annexation; reviewing and revising any terms or conditions of annexation assigned by LAFCO to any proposed annexation	0.00	\$0.00	
	Analysis of all easements and rights of way for the maintenance, repair and replacement of all Improvements constructed by Developer pursuant to this Agreement	0.50	\$22.54	\$300.00
	Take all steps necessary to form a new or annex to an existing Community Facilities District pursuant to the Mello-Roos Community Facilities District Act (Gov. Code § 53311) for the purpose of levying a special tax upon owners of the property to finance the cost of continuing maintenance, repair and replacement of park and recreational improvements constructed to serve the Project, and/or to finance the cost of providing fire suppression services to the Project	2.50	\$112.68	\$500.00
	Process all requests for easements to be granted by the District on District property, including, but not limited to, review of all applicable Preliminary Title Reports on the affected property, field inspection and investigation of proposed easement locations, negotiation of the terms and conditions of each easement in an Easement Agreement, negotiate, prepare, and record any and all necessary grants of easements or other rights of way upon District property necessary for the development of the Project	2.00	\$90.14	\$450.00
<b>SUBTOTAL STEP 4</b>		<b>6.50</b>	<b>\$292.96</b>	<b>\$1,850.00</b>
<b>PROJECT TOTAL</b>		<b>141.75</b>	<b>\$6,388.67</b>	<b>\$18,250.00</b>
<b>ESTIMATED TOTAL DEPOSIT(S) AND COSTS</b>		<b>\$24,638.67</b>		
<b>LESS APPLICATION DEPOSIT</b>		<b>(\$2,500.00)</b>		
<b>ESTIMATED ADDITIONAL DEPOSIT</b>		<b>\$22,138.67</b>		

**RESOLUTION 01-2021**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT RATIFYING THE GENERAL MANAGER'S EXECUTION OF AN ADVANCE FUNDING AGREEMENT WITH PRESERVE PARTNERS, INC TO SECURE FUNDING DEPOSITS TO COVER THE COST OF LEGAL, ADMINISTRATIVE AND ENGINEERING SERVICES ASSOCIATED WITH THE HWY 120 LODGING PROJECT (FORMERLY YONDER YOSEMITE)**

**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 provides Water, Sewer, Fire and Park/Recreation services within its established boundaries; and

**WHEREAS**, Preserve Partners, Inc has submitted a lodging project for approval by the County of Tuolumne and has submitted an application to the District requested the provision of the above services by the District; and

**WHEREAS**, the District's Facilities Development policies require the execution of an Advance Funding Agreement in addition to the Service Application to secure funding deposits and indemnification to cover any liability and expense for the review and approval of service to the Project and acceptance of dedicated infrastructure as determined appropriate by the District; and

**WHEREAS**, the Project developer has executed and the General Manager has approved the Advance Funding Agreement for the Hwy 120 Lodging Project attached hereto.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby Ratify and Approve the General Manager's Execution of an Advance Funding Agreement with TK Consulting to Secure Funding Deposits to Cover the Cost of Legal, Administrative and Engineering Services Associated with the Hwy 120 Lodging Project (Formerly Yonder Yosemite), as evidenced by the Board President's execution of the Agreement.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 12, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Rachel Pearlman, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called, and held on January 12, 2021.

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





## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCS D Board of Directors

**FROM:** Andrew Murphy, Assistant Fire Chief

**DATE:** January 12, 2021

**SUBJECT:** Agenda Item 6C. Consideration of authorizing the Groveland CSD Fire Department to apply for the Office of Traffic Safety (OTS) Grant

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to allow the GCS D Fire Department to submit the Office of Traffic Safety grant application and allow the General Manager to sign any subsequent documents pertaining to this grant.*

### **BACKGROUND:**

The GCS D would like to participate in a grant administered by the Office of Traffic Safety (OTS). This grant will be utilized to purchase “Jaws of Life” rescue equipment. This Grant was opened to all fire agencies within Tuolumne County.

This equipment will ensure patients involved in motor vehicle collisions receive rapid and appropriate medical care through a coordinated system of emergency medical care. The Office of Traffic Safety places emphasis on the Emergency Medical Services (EMS) function. It has been proven by medical experts that if patients receive treatment in a hospital within an hour they have a greater chance for survival.

The Office of Traffic Safety prefers to fund these grants based on a “regional approach” which provides for standardization of equipment in a geographical area or county, as in this case, so in the event that multiple agencies are responding to the same incident the extrication equipment will be compatible. Tuolumne County Fire Department will also be seeking approval from the Board of Supervisors at the January 19, 2020 regular Board meeting to apply for several fire stations located throughout the County.

Groveland CSD Fire Department will be applying for the following cordless battery-operated extrication equipment: hydraulic power unit, cutters, spreaders, telescoping rams, and association batteries and charging units. The extrication equipment will be replacing existing equipment.

The total request for this grant is \$46,087.40.

**ATTACHMENTS:**

- Western Extrication Specialist, Inc Price Quote

**FINANCIAL IMPACT:**

This grant is 100% reimbursable. The District is responsible for the ordering and purchasing of the equipment; once completed the Office of Traffic Safety will reimburse the District for actual costs. If awarded, will return to the Board for formal approval of related budgetary adjustments (revenue and expense) to allow the expenditures outlined above to proceed.

**Western Extrication Specialists, Inc.**

P.O. Box 1065  
Simi Valley, CA 93062  
+1 8056247475  
<http://www.holmatro-westx.com>



Western Extrication Specialists

## Price Quote

**ADDRESS**

Groveland Community  
Services  
District - GCSD  
18440 Striker Ct  
Sonora, Ca 95370

**SHIP TO**

Groveland Community  
Services District - GCSD  
18440 Striker Ct  
Sonora, Ca 95370

**PRICE QUOTE # 1428**

**DATE** 01/02/2021  
**EXPIRATION DATE** 03/02/2021

**TECH/SALES REP.**

Casey Cockrell

DATE	ARTICLE NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
	159.000.064	PSP40 SPREADER	1	12,763.00	12,763.00T
	159.000.063	PCU50 CUTTER	1	12,356.00	12,356.00T
	159.000.062	PTR50 TELESCOPIC RAM	1	10,293.00	10,293.00T
	151.000.804	TRE03 EXTENSION PIPE	1	987.00	987.00T
	151.000.583	PBPA287 BATTERY	6	713.00	4,278.00T
	151.000.742	PBCH2 BATTERY CHARGER 120VAC	1	567.00	567.00T
	151.000.743	PMC2 MAINS POWER CONNECTOR 120VAC	1	1,327.00	1,327.00T

SUBTOTAL	42,571.00
TAX	3,086.40
SHIPPING	430.00
<b>TOTAL</b>	<b>\$46,087.40</b>

Accepted By

Accepted Date



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Andy Murphy, Fire Chief

**DATE:** January 12, 2021

**SUBJECT:** Agenda Item 6D. Adoption of a Resolution Authorizing an Memorandum of Understanding with Tuolumne County Fire Department to Submit a Joint Grant Application to the Sonora Area Foundation for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units

---

### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 02-2021 Authorizing an Memorandum of Understanding with Tuolumne County Fire Department to Submit a Joint Grant Application to the Sonora Area Foundation for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units at a cost of \$13,845.16 and approve the General Manager to sign any related documents.*

### **BACKGROUND:**

The Tuolumne County Fire Department (TCFD) and Groveland Community Services District (GCSB) request to apply for a \$13,845.16 grant from the Sonora Area Foundation to be utilized for the purchase of three Rapid Intervention Team (RIT) Pack Fast Attack Emergency Air Supply units to be used on emergencies within Tuolumne County such as structure fires and hazardous materials incidents. If awarded, these RIT Packs will be assigned to three career-staffed Type I fire engines around Tuolumne county: TCFD Engine 761 in Jamestown, TCFD Engine 511 in Mono Village, and GCSB Engine 781 in Groveland. Combined, these three engines respond to over 4,200 incidents each year.

The RIT-Pack Fast Attack offers a small, lightweight, and compact solution for rapid entry and air replenishment to a firefighter in distress. Developed with speed and efficiency in mind, the RIT-Pack Fast Attack provides an intuitive design enabling RIT crews to focus on locating and assessing the downed firefighter. The 60-minute, 4500 psi bottle will allow up to 60 minutes of available air to victims and rescuers. Once rescuers reach the downed firefighter, they will be able to use this RIT-Pack to supply fresh air to the injured or trapped firefighter. After action reviews have shown that, on average, it takes twelve firefighters 21 minutes to rescue one trapped or injured firefighter from a burning building.

If awarded this grant by the Sonora Area Foundation, a truly vital life-saving piece of equipment will be available to all fire agencies throughout the county at nearly every structure fire and hazardous materials incident.

**ATTACHMENTS:**

1. Memorandum of Understanding between the County of Tuolumne and the Groveland Community Services District for the purchase of Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units.
2. Resolution 02-2021

**FINANCIAL IMPACT:**

The cost to purchase the RIT Packs are \$13,845.16. If we are successful in receiving this grant, staff would come back to your Board to request the appropriate budget changes to reflect the amount of the grant revenue and portion of the expense to GCSD.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE COUNTY OF TUOLUMNE  
AND  
THE GROVELAND COMMUNITY SERVICES DISTRICT  
FOR  
SONORA AREA FOUNDATION GRANT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this day \_\_\_\_, by and between the County of Tuolumne, (“County”) and the Groveland Community Services District, (“GCSD”).

**WITNESSETH:**

WHEREAS, the County and GCSD (“Partner Agencies”) have formed a working committee and developed a course of action to achieve the goals and objectives of the Sonora Area Foundation (SAF) Grant; and

WHEREAS, the Partner Agencies have been identified as eligible jurisdictions able to collectively implement the objectives and goals of the SAF Grant Program; and

WHEREAS, the Partner Agencies have agreed to submit a SAF Grant Program application for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units; and

WHEREAS, the County has been selected through this MOU to be the lead agency to file a SAF Grant application on behalf of the Partner Agencies; and

WHEREAS, the County has been selected through this MOU to administer any SAF Grant Program award and agrees to be the lead agency responsible for the administration of the grant, including asset accountability and reporting requirements for those assets acquired under the grant in the event of award; and

WHEREAS, the County agrees to serve as the lead agency for the procurement and disbursement of all equipment received through the SAF Grant Program.

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows:

**1. PURPOSE**

The purpose of this MOU is to allow the Partner Agencies to participate in a SAF Grant award in the event of approval of the application.

**2. TERM**

This MOU shall become effective as of the date first written above and shall continue in full force and effect until December 31, 2021 in the event the grant is not awarded or for

a period of five years after official closeout of the grant agreement in the event the grant is awarded.

### **3. COUNTY'S RESPONSIBILITIES**

- a. The County will serve as the lead agency to submit a SAF Grant Program application and serve as grant administrator for the Partner Agencies in the event of award.
- b. Pursuant of the SAF Grant Program guidelines, all items approved under the application will be procured and administered through the County in the event of award.
- c. County agrees, as lead agency, to provide accountability for the assets acquired under the SAF Grant Program award and provide reporting requirement deliverables. As such GCS D agrees to provide the County with the required information and documentation on a timely basis to remain in compliance with the requirements of the grant.

### **4. GCS D'S RESPONSIBILITIES**

- a. GCS D agrees to accept the SAF Grant Program award and accept their respective items as listed in the SAF Grant Program application in the event of award.
- b. In the event of a reduced award, GCS D agrees to accept this reduced amount and provide 1/3 of the total cost on the reduced award amount of their approved items.
- c. Any expenditure beyond the grant award for GCS D's approved item(s) remains the sole responsibility of GCS D.
- d. GCS D agrees to allow the County to procure and distribute their respective assets if awarded under the SAF Grant Program.
- e. GCS D agrees to participate in cooperative training on all equipment procured under this grant award as appropriate. As lead agency, training will be coordinated through the County.
- f. GCS D agrees to maintain/repair all items awarded to them under the application in accordance with the manufacturer's warranty, and to replace the equipment if it becomes inoperable for a period of three years after official closeout of the grant. This clause shall survive the termination or expiration of this MOU.
- g. GCS D agrees to promptly provide any additional documentation to the County as requested, that may be necessary in connection with this grant. This clause shall survive the termination or expiration of this MOU.

### **5. TERMINATION**

GCSD may terminate its participation in this MOU upon the giving of thirty (30) days' advance written notice to the other parties of its intention to terminate. The County may terminate this MOU upon the giving of thirty (30) days' advance written notice to the other parties of its intention to terminate.

**6. NON-ASSIGNMENT**

No party shall assign, transfer or sub-contract this MOU nor their rights or duties under this MOU without the prior written consent of the other parties.

**7. RECORDS**

All parties subject to this MOU shall maintain a record of services provided in sufficient detail to permit an evaluation of the MOU. All such records shall be made available during normal business hours to authorized representatives of the Partner Agencies, State, and Federal governments during the term of this MOU and during the period of record retention for the purpose of program review and/or fiscal audit.

**8. COMPLIANCE WITH LAWS/POLICIES**

The parties shall comply with all applicable rules and regulations set forth by the SAF Grant Program and any subsequent reporting requirements as directed by the State.

**9. NON-DISCRIMINATION**

During the performance of this MOU, the parties shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, age or gender, pursuant to all applicable State and Federal statutes and regulations.

**10. RELATIONSHIP OF PARTIES**

It is understood that this is a MOU by and between separate public agencies and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

**11. NO THIRD-PARTY BENEFICIARIES**

The parties agree it is their specific intent that no other person or entity shall be a party to or a third-party beneficiary of this MOU or any attachment or addenda to this MOU.

**12. INDEMNIFICATION**

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.



### **13. NOTICE**

Any and all notices, reports or other communications to be given to the parties shall be given to the persons representing the respective parties at the following addresses:

#### **GCSO:**

Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321  
Phone: (209) 962-7161 Fax: (209) 962-4943  
EIN 94-1701547

#### **COUNTY:**

Tuolumne County Fire Department  
County of Tuolumne  
2 South Green Street  
Sonora, CA 95370  
Phone: (209) 533-5100  
Fax: (209) 533-5503  
EIN 94-6000547

### **14. PUBLIC RECORDS ACT**

GCSO is aware that this MOU and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of GCSO to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

### **15. ENTIRE AGREEMENT AND MODIFICATION**

This MOU contains the entire agreement of the parties relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by all parties. If there are exhibits attached hereto, and a conflict exists between the terms of this MOU and any exhibit, the terms of this MOU shall control.

### **16. ENFORCEABILITY AND SEVERABILITY**

The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

### **17. DISPUTES**

The parties agree to use good faith efforts to resolve any disputes prior to bringing any action to enforce the terms of this MOU.

Should it become necessary for a party to this MOU to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be

filed and remain in a court of competent jurisdiction in the County of Tuolumne, State of California.

**18. CAPTIONS**

The captions of this MOU are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this MOU.

**19. COUNTERPARTS**

This MOU may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

**20. OTHER DOCUMENTS**

The parties agree that they shall cooperate in good faith to accomplish the object of this MOU and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

**21. CONTROLLING LAW**

The validity, interpretation and performance of this MOU shall be controlled by and construed under the laws of the State of California.

**22. AUTHORITY**

Each party and each party’s signatory warrant and represent that each has full authority and capacity to enter into this MOU in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the MOU shall comply with all requirements of law, including capacity and authority to amend or modify the MOU.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the day and year first herein above written.

<b>COUNTY:</b>  <hr/>	<b>GROVELAND COMMUNITY SERVICES DISTRICT:</b>  <hr/>
Tracie Riggs, County Administrator	Peter Kampa, General Manager
<b>APPROVED AS TO LEGAL FORM:</b>  <hr/>	
Cody Nesper, Deputy County Counsel	

**RESOLUTION 02-2021**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING AN MEMORANDUM OF UNDERSTANDING WITH THE TUOLUMNE COUNTY FIRE DEPARTMENT TO SUBMIT A JOINT GRANT APPLICATION TO THE SONORA AREA FOUNDATION FOR RAPID INTERVENTION TEAM PACK FAST ATTACK EMERGENCY AIR SUPPLY UNITS**

**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's Groveland Fire Department regularly partners with the County of Tuolumne and its Fire Department for the implementation of programs, training, and the purchase of tools and equipment critical to saving lives and property throughout the county including the Groveland area; and

**WHEREAS**, the District is proposing to enter into a Memorandum of Understanding (MOU) with the County with the intent of expressing the countywide benefit of the purchase and deployment of Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units to both Groveland Fire Department and two Tuolumne County Fire stations; and

**WHEREAS**, the MOU further contemplates the preparation of a grant application request to the Sonora Area Foundation for the purchase of this equipment; and

**WHEREAS**, if awarded this grant by the Sonora Area Foundation, a truly vital life-saving piece of equipment will be available to all fire agencies throughout the county at nearly every structure fire and hazardous materials incident.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby to Authorize an Memorandum of Understanding with Tuolumne County Fire Department to Submit a Joint Grant Application to the Sonora Area Foundation for Rapid Intervention Team Pack Fast Attack Emergency Air Supply Units at a cost of \$13,845.16 and approve the General Manager to sign any related documents.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 12, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Rachel Pearlman, Secretary

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Janice Kwiatkowski, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called, and held on January 12, 2021.

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



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Pete Kampa, General Manager

**DATE:** January 12, 2021

**SUBJECT:** Agenda Item 6E. Consideration of Interest in a Policy Amendment Clarifying the Process Regarding Board Members Attending and Receiving Compensation for Meetings Outside of District Meetings but Related to District Business

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*Board President to appoint and Board to Ratify an Ad-Hoc Committee to discuss and establish a proposed structure and process for a Board protocol or policy amendment to be presented for Board consideration at the February 2021 Regular meeting*

### **BACKGROUND:**

In November and December of 2020, the County and its Planning Commission and Board of Supervisors held public hearings on the Terra Vi and Under Canvas lodging projects, each spanning between 3-5 hours in length. The District was engaged in the process of approval of these project due to the impact they will have on Groveland Fire Department services. Interested GCSB staff tuned in, and management prepared and delivered comments regarding the provision of fire services on behalf of the Board and District. Board President Janice Kwiatkowski and potentially other Board members also attended the virtual hearings.

Our current policy as listed below does not specifically address remuneration of Board members for attendance at county hearings. For hearings and other events, local or statewide where the District has a vested interest in the outcome, it can be extremely beneficial for a Board member or members, or the Board President to attend as an elected official and testify on behalf of the District. The voice of counterpart elected officials can carry much more weight on behalf of a community in some cases than does the “hired gun” General Manager. Staff seeks direction from the Board to determine if there is interested in establishing a more formal and predictable process regarding Board member compensation for attendance at local and state hearings and legislative activities.

For obvious reasons, the District’s position and related testimony on an issue must come from direction of the Board and cannot ever include the personal beliefs or opinion of the individual unless supported by Board action. The testifying Board member or members must carefully

represent the Board in such venues, and have to step away from personal opinions and reflect the position of the board majority, even if they disagree. This requires careful consideration of the Board member(s) capable of and interested in preparing for and delivering testimony on behalf of the Board, even on an issue-by-issue basis.

Not all hearings or similar venues require Board member testimony, and the details should be worked out with the General Manager. Another complicating factor is meeting schedules; for example the County Board considered the Under Canvas appeal within days, and the Terra Vi project within two weeks with very little time for preparation or conducting special board meetings to cover board member assignments and testimony. It is therefore recommended that we employ a more flexible process to approve Board member attendance.

For reference, the Board's current policy is as follows:

*In addition to Board meetings, Directors may be compensated for the following: (1) Regular Board meetings; (2) Special Board meetings; (3) advisory or committee body meetings; (4) training and educational seminars or conferences; (5) negotiation sessions; (6) depositions; (7) meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business; (8) Any other activity the Board requests in writing that a member attend in advance of attendance. Several meetings may be attended on the same day, but will be considered as only one meeting day.*

**ATTACHMENTS:**

None

**FINANCIAL IMPACT:**

Should the Board approve the creation of a committee to document this matter, each Board meeting on the committee will receive the meeting stipend of \$75 for each day's service on such committee. Also, assuming the process results in promoting Board member attendance at such hearings, the per meeting stipend will be paid for each.



G.C.S.D. Services - 209 / 962-7161  
Fax - 209 / 962-4943  
Fire Department - 209 / 962-7891  
[www.gcsd.org](http://www.gcsd.org)

*water • fire protection • parks • wastewater collection & treatment*

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

January 12, 2021

**GM Evaluation Cover Memo**

Dear Board of Directors,

The Performance Evaluation forms are attached. Pete has made some modifications to the forms to make it easier for your response. There is a dropdown for selection of Meets/Does Not Meet, etc. and you can type directly into the comment cell for each item of the table. You can also type directly into the "Board Member Comments" and "Director Goals and Objectives" pages. If you do not have access to Adobe or are unsure how to use it, I am available to assist you in submitting your comments. You can also submit handwritten comments to Janice.

Sincerely,

Rachel Pearlman  
Board Secretary

**GENERAL MANAGER  
ANNUAL PERFORMANCE  
EVALUATION PROCESS**

**BOARD PRESIDENT'S GUIDE**

**December 2020**



## Annual Performance Evaluation Process for the General Manager of the Groveland Community Services District

### INTRODUCTION

The following seven-step process shall be used by the Board of Directors (Board) for the evaluation of the performance of the General Manager (GM) of Groveland Community Services District (District). The Board President shall be responsible for initiating the process each year on or about April with the goal of completion early in June of each year. At the discretion of the Board of Directors, the process will be facilitated by either a designated ad-hoc sub-committee or the Board President.

### STEP PROCESS

**Step 1 (Week 1)** – Request Performance Report from the GM regarding performance. Allow two-week turn around. The Performance Report should provide an update on the achievement of approved goals and objectives and any changes, new priorities or impediments to accomplishing objectives, as well as addressing the state of the District in general.

**Step 2 (Week 2)**– Circulate to Board members last year’s GM evaluation and GM’s Performance Report, along with the Appendix A, Parts 1, 2 and 3, requesting one-week response turn-around from Board members.

**Step 3 (Week 3)** - Board President will gather all Board member inputs for collation into standard format (Appendix A) by filling in all sections of the forms from Board input. (see example in Table -1 below). Board President must be able to take all inputs and meld them into one Board message to the GM. A statement of overall performance should be provided. This entire step may be done by the President directly or a designated ad-hoc sub-committee.

*Guidance: Scores (middle column) should be an averaged score of all those received. Since the standard form table on Success factor allows for comments (right column) on individual attributes, these should be listed into the table in the designated space (see example table below).*

Table 1 – (Part 2 - GCSD GM Success Factor **example**)

<b>Professional Attribute</b>	<b>Rating</b> <i>(Meets/Does not meet)</i>	<b>Comments</b> <i>(as collected from all Board members)</i>
<i>Policy Development</i> <b>EXAMPLE</b>	<i>Meets</i>	<ul style="list-style-type: none"> <li>• GM brings clear policy issues to us.</li> <li>• GM should include more detail on why a policy decision is needed on issues.</li> </ul> <b>EXAMPLE</b>
<i>Public Relations</i> <b>EXAMPLE</b>	<i>Does not meet</i>	<ul style="list-style-type: none"> <li>• GM has not made significant progress in keeping positive relations with the community.</li> <li>• GM should make better use of staff in working with other agencies.</li> </ul> <b>EXAMPLE</b>

**Step 4 (Week 4)** – President will share draft evaluation with Board in closed session seeking endorsement of the completed draft evaluation.

**Step 5 (Week 4)** –Sub-committee/Board President share evaluation with GM about 4-7 days prior to the Board evaluation meeting.

*Guidance: this allows for the GM to consider the evaluation and prepare responses (where needed) to the Board for the upcoming evaluation meeting. At least one week should be allowed for the GM to consider responses if any.*

**Step 6 (Week 5-6)** –Agendize closed session for GM performance evaluation. Board conducts the session to formally deliver the evaluation and hear the position or thoughts of the GM, if any, regarding the draft evaluation. At times this could take two meetings since changes to the evaluation could result from this meeting. The potential for adjustments to the GM contract, if any, may also be discussed at this closed session. Specific compensation adjustments should be handled in open public session.

When reconvened to open session, the President will make public any actions from the closed session. A vote of the Board may be necessary.

**Step 7 (Week 5-6)** – Sign and file completed evaluation in the District personnel records.

# **GM Standard Evaluation Forms**

## **Distributed to all Board Members**

### **INSTRUCTIONS TO BOARD MEMBERS:**

The following forms are used to evaluate the performance of the GM for the Groveland CSD.

You should review the attached Performance Report prepared by the General Manager, complete each of the evaluation forms and return the forms to the Board President.

Please complete the forms and add comments that you'd like to see shared with our GM relative to each area evaluated and in Part 3, general comments.

Note that room exists for you to provide comments on each attribute as well as for your goals and expectations for the upcoming year.

The Board President will be reviewing all evaluation forms, compiling them into a single averaged Performance Evaluation Report, and distributing the Board and General Manager for discussion during an upcoming Closed Session meeting.

## APPENDIX A - Part 1.0

### DISTRICT EXPECTED PROFESSIONAL ATTRIBUTES AND COMPETENCIES

Rate the performance of the GM for each of the ATTRIBUTES AND COMPETENCIES **from the current evaluation year**. Check the middle box if GM achieved the expected performance. Leave the box empty and provide a comment if you feel the GM did not measure up to your expectations in the attribute area. *Use Met/Did Not Meet/On Track/Unknown (dropdown) ratings of performance. Type Comments directly in box.*

Professional Attribute	Rating (Meets/Does not meet)	Comments
Leadership		
Vision		
Commitment to Our Goals		
Communications		
Personal Style		
District administration		
Ethics		

**Leadership** – the demonstrated ability to provide clear guidance and direction to those around him/her to achieve things greater than the sum of the parts.

**Vision** – sees and projects how actions today will effect our future and effectively plans for mitigating possible liabilities or leveraging opportunities.

**Commitment to our goals** – he/she takes our goals seriously, gets them accomplished and/or reports issues with completing goals in a proactive way. Our goals are top priority to him/her.

**Communications** – clear, timely, relevant and understandable and proactive communications with those around him/her both inside and outside the organization and up and down the organization. This is demonstrated especially with the Board of Directors.

**Personal Style** – possess a personal style about which work and communications are accomplished that is compatible with professionals in the field and matching our culture at Groveland CSD.

**District administration** – effectiveness in directing, monitoring and improving work-flow, and implementing District policies, rules and/or programs.

**Ethics** – performs his/her work fully meeting and exceeding professional standards of ethics and compatible with ethical standards prescribed to public agencies in California.

**APPENDIX A - Part 2.0      GOALS AND OBJECTIVES FROM EVALUATION YEAR 2019/20**

Rate the performance of the General Manager for each of the Goals and Objectives **from the current evaluation year** (those developed last year). Use Met/Did Not Meet/On Track/Unknown (dropdown) ratings of performance. Type Comments directly in box. *(Guidance: this form contains a list of expectations, goals and objectives from last evaluation, if one exists, and includes Board approved Management Objectives)*

<b>Expectation, goal or objective</b>  <b>(From Approved Management Objectives)</b>	<b>Rating</b> (Met/Did not meet)	<b>Comments</b>
Conduct an Organizational Evaluation/Develop an Employee Excellence Program		
Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position		
Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic		
Develop a COVID-19 Response Plan for District facilities and operations, including a remote-work plan and policies		
Develop a succession plan and strategy for the District's internal Accountant position		
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		
Consult with safety experts to update the District IIPP and safety program with necessary procedures		
Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position		
Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification		
Complete the Sewer Ordinance Update		
Update Winter Averaging Provisions of Ordinance		

Complete Water Ordinance Update		
Complete Park Ordinance Update		
Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount		
Develop New Financial Reserve Policies		
Complete updated water and sewer master plans		
Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)		
Complete development impact fee study for Water, Sewer, Fire and Park Services		
Secure funding agreement for Downtown BOF/Groveland water and sewer system improvements		
Secure funding agreement for Clearwell Rehabilitations		
Prepare 2019/20 Community Development Block Grant (CDBG) funding application		
Develop Capital Improvement/Replacement Plans for fire services		
Develop Capital Improvement/Replacement Plans for Park services		
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		
Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs		

Complete the Fire Department Master Plan Update		
Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSD boundaries		
Complete Development Financial Impact Study for Terra Vi and Under Canvas projects		
Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)		
Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies		
Complete creation of a Community Facilities District (CFD) within the GCSD boundaries to provide funding for Fire and Park services from new development projects		
Secure revised Schedule A Contract with Cal Fire removing the Amador Contract cost obligation (transferred to County contract)		
Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process		
Plan the State Parks funded Per Capita Grant Improvements		
Secure Per Capita Funding Agreement with State		
Implement Per Capita Park Improvements		
Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS		
Complete evaluation and partnership agreement with an Internet Service Provider to expand broadband services in the GCSD service area, and implement new technologies at District		
Evaluate consolidation of the Groveland Lighting District into GCSD		

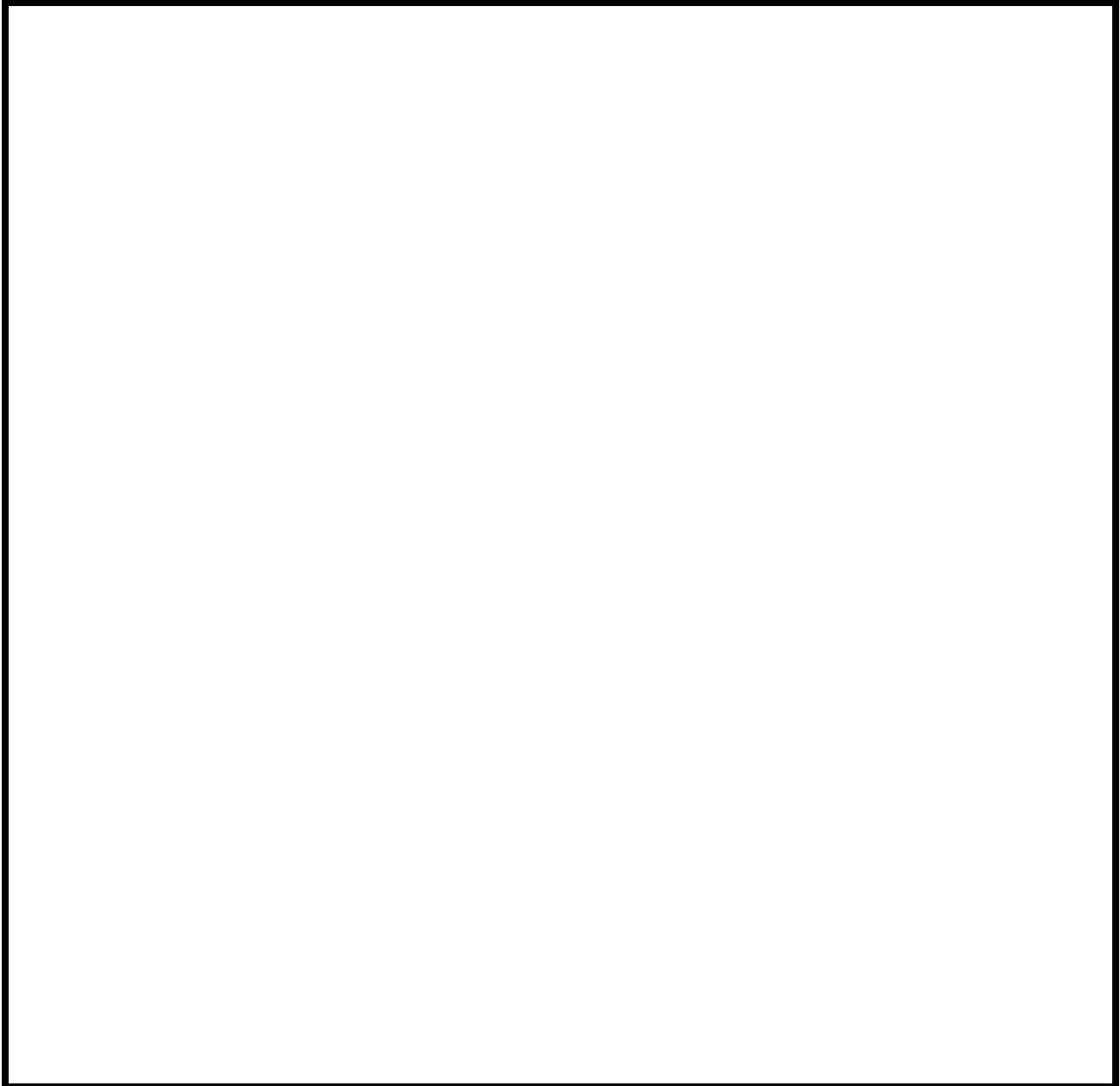
Complete annexation of Airport Estates		
Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent		
Complete development of a local funding measure to support Fire Services		
Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department		
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		
Achieve Special District representation on Tuolumne County LAFCO		
Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)		
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 Create a New Customer Information packet		
Conduct a records inventory and establish appropriate records categories		
Evaluate and implement systems and technologies for records and data management		
Develop reports on reserves and connection/capacity fee expenditures and present annually		



## APPENDIX A - PART 3.0

### BOARD MEMBER'S GENERAL COMMENTS ON THE PERFORMANCE OF THE GM

Use the following space to list general performance observations, observed strengths and weaknesses, along with areas for growth for your GM in providing optimal management services to the Board in its decision making and in leading the District in delivery of excellent public services. **(You can copy/paste text here or type directly)**



**APPENDIX A- Part 4.0:**

**PERFORMANCE GOALS AND OBJECTIVES FOR THE GM  
FOR THE UPCOMING EVALUATION YEAR**

List your own personal goals, objectives, and expectations for the GM for the upcoming year. The Board President will present to the full Board for consideration the individual Board member goals submitted.

*NOTE - "Goals and objectives for the upcoming year should be consistent with the Strategic Plan or other stated plans and Board priorities. They should be specific, measurable, attainable, realistic, and able to be completed within the timeframe of review period. Final goals and objectives will be reached by consensus of entire board.*

**GOALS AND OBJECTIVES**

1.

2.

3.

4.

5.

**APPENDIX A - Part 5.0: COMMENTS FROM GENERAL MANAGER**

*(This area is reserved for any comments the GM would like to make in the evaluation.)*

\_\_\_\_\_  
Presented by: Janice Kwiatkowski, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by: Peter Kampa, General Manager

\_\_\_\_\_  
Date