



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

March 12, 2019

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. Submittal of Hazard Mitigation Grant Notice of Intent for a Flood Control Study and Purchasing Emergency Preparedness/Response Equipment

2. Verbal Update on State Funded Planning Projects and Related Funding Applications

3. Verbal Update on Compensation Study Being Prepared by Koff Associates

iii. Operations Manager's Report

iv. Administrative Services Manager's Report

B. Park Advisory Committee Report

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 February 12, 2019 Regular Meeting

B. Approve Minutes from the February 28, 2019 Special Meeting

C. Accept February Payables

D. Waive Reading of Ordinances and Resolutions Except by Title

E. Approval of the Attendance of Two Directors at the Special District Risk Management Authority (SDRMA) Spring Education Day in Sacramento, March 26, 2019

5. Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda)

- A. Public Hearing Regarding the Adoption of the Revised District Informal Bidding Ordinance
 - i. Adoption of a Resolution Approving the District Informal Bidding Ordinance 1-19

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. Presentation of Recognition in Special District Governance Award to Director Robert Swan
- B. Discuss the Process and Schedule for Committee Review of the Fire Department Revenue and Expenses, Future Funding Needs and Options
- C. Review of, and Board Prioritization and Direction on Board Goals, Management Objectives and Related Actions; Covering all District Services and Activities
- D. Consideration of Options for Live Video Streaming and Video Archive of District Board Meetings
- E. Adoption of a Resolution Approving an Amendment to the District Miscellaneous Fee Schedule to Remove and Adjust Fees Associated with Discontinuation of Water Service due to Non-Payment
- F. Adoption of a Resolution Approving a Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing
- G. Consideration of Establishing Restrictions on the District's Abandonment of Interest in Public Utility Easements Existing on Properties Throughout the District

7. Adjournment

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

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

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
March 12, 2019

To: Board of Directors

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

Subject: Monthly Activity Report – February 4, 2019 to March 3, 2019

Operations:

Emergency Incident Response:

On February 19, 2019 Groveland Fire, CAL FIRE, and Tuolumne County Fire units responded to New Priest Grade for vehicle over the embankment. Upon arriving at scene, a single vehicle was located 200 feet over the edge. The CHP Officer who arrived at scene first, hiked down to the vehicle which was determined to be unoccupied. While conducting a search in the area the CHP Officer located a deceased victim. The scene was secured and fire crews set up a Low Angle Rope Rescue System to assist in body recovery. Tuolumne County Sheriff arrived at scene, and assumed recovery efforts. Our fire crews assisted in the recovery with TCSO Search & Rescue.

On February 22, 2019 Engine 4476 was dispatched to 10595 Smith Station Road to assist Mariposa County Fire Department with a structure fire. Upon arriving at scene, Engine 4291 had assumed command of the 3/4 involved structure. Our fire crew assisted with search & rescue, fire attack, salvage and overhaul. Due to the attic being fully involved with fire, it was a challenging fire to extinguish. While Engine 4476 was committed for several hours, the District remained covered with Engine 781.

On February 26, 2019, CAL FIRE and Groveland Fire responded to a reported vehicle fire at the Claim Jumper Outpost in the Community of Big Oak Flat. Upon arrival, there was a fully involved Toyota Camry burning adjacent to a fuel pump. Fire crews immediately contained the fire to the vehicle but the fuel pump did receive damage from radiant heat. Additionally, due to the service clerk's quick actions the "Emergency Shut-Off Switch" was activated, preventing any additional extension to the fuel island. The cause of the fire was determined to be a result of a traffic collision.



Figure 1 Concrete crash protection barrier protected the fueling station from being directly hit.



Figure 2 Firefighter Miller is mopping up the vehicle ensuring all heat is out.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	Out of Service-Broken Door
Utility 786	2008 Chevrolet 2500	Out of Service-Transmission

Ladder Testing:

All ladders passed the annual ladder testing.

Training:

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

- Engineer Shade attended Motel Technical Specialist course in San Luis Obispo.
- Employees received their results from Pinnacle Training Systems who participated in the TCU Wellness Exam.
- Area Orientation
- Low Angle Rope Rescue Operations
- Fire Attack Evolutions
- Pump Operations

MONTH - FEBRUARY 2019

Alarm Sounding	4
Odor Investigation	0
Debris Fire	0
Medical Aid	27
Fire Menace Standby	23
Fire Other	0
Haz Mat	2
Landing Zone	0
Plane/Heli Crash	0
Public Assist	6
Smoke Check	0
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	2
Vehicle Accident/Pin in	0
Vehicle Fire	1
TOTAL	66

(62 calls in GCSD district, 4 calls in Tuolumne County)



Auto Aid	Given
Tuolumne County	4

Last Call Logged Run # TCU 002732

MONTH - FEBRUARY

GROVELAND FFS (AMADOR)

Alarm Sounding	0
Odor Investigation	0
Debris Fire	0
Medical Aid	10
Fire Menace Standby	10
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	3
Smoke Check	0
Structure Fire	2
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	7
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	32

(9 Tree into powerlines, 1 tree into propane tank)

Auto Aid	Given
MMU	3

Last Call Logged Run # MMU 004262



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 3Aii GM Report: 1. Submittal of Hazard Mitigation Grant Notice of Intent for a Flood Control Study and Purchasing Emergency Preparedness/Response Equipment

RECOMMENDED ACTION

This is a report only item at this time, with action required if we are requested to submit a full application

BACKGROUND

The District is eligible to submit grant applications under the Hazard Mitigation Grant Program. Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Mitigation is taking action now—before the next disaster—to reduce human and financial consequences later. Effective mitigation requires that we all understand local risks, address the hard choices and invest in long-term community well-being and resilience. Without mitigation actions, we jeopardize our safety, financial security and self-reliance.

As the result of a Presidential Disaster Declaration, FEMA’s Hazard Mitigation Grant Program (HMGP) funds plans and projects that reduce the effects of future natural disasters. In California, these funds are administered by the Cal OES HMGP Unit. Eligible subapplicants include state agencies, local governments, special districts, and some private non-profits. Staff proposes to submit a Notice of Intent for equipment and supplies to outfit the Community Emergency Response Team, as well as to perform a flood/drainage evaluation in the Park area to determine if mitigation can be installed to reduce future flooding effects.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time



Operations Report

Month of Review: February 2019

Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Brandon Klein, Collections and Distribution Operator II
- Matt Dickens, Maintenance Mechanic III
- Rachel Pearlman, Administrative Services Technician

Wastewater Treatment Plant Flows

Influent Totals From Plant: February 2019

Total	5.98MG
High	.32MG
Low	.12MG
Average	.21MG

Effluent Totals From Plant: February 2019

Total	6.82MG
High	.39MG
Low	.12MG
Average	.25MG

Rainfall Totals at the Sewer Treatment Plant Month of January	
Year	Total Rainfall-inches
2019	13.44 – (2.02 High)
2018	.54 – (.54 High)
2017	15.90 – (2.52 High)
2016	1.67 – (1.45 High)
2015	4.34 – (2.01 High)
Current Season Total	32.03

Wasting Totals

Total Inches	108
Total Pounds	1775

Reclamation Totals: Off for the Season

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Active Sewer Accounts: 1543

Activities at the Wastewater Treatment Plant

- Took weekly Bac Ts of the CCC and sent into Aqua Lab
- Completed monthly report
- Lost Headworks Roto Drum # 1. Ordered parts for repair and will operated only one drum until repair can be made.
- Power problem damaged the STP Irrigation Motor Soft Start. Had to call an Allen Bradley rep and bring on site to find a replacement, since damaged device is discontinued and no longer supported. Maintenance staff set up Rain4Rent pump for temporary irrigation fix until new device is installed
- Had to take the Sewer Treatment plant to 75% of its max capacity due to storm events, plant was able to fluctuate high flows with no operational problems or Plant upsets
- Monitored and brought back Res 1 to STP slowly. Everything brought back was rain water from past storm events.
- Staff built a temporary cover for the screw press due to freezing temps

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Cut and cleared downed trees off Lift Station 16 inspection tee manholes and Lift Station 1 & 15 easement roads
- Checked all Lift Stations and LS Generators daily during power related problems (fueled Generators as needed)
- Set up standby generator at Lift Station 4
- Cleaned out all Lift Station drainage ditches
- Chemical flushed Gravity Lines to LS 16, 11, 14 and 8
- Diagnosed pump and transfer switch problem at Lift Station 10. Replaced Transfer Switch solenoid and reset Soft Starts
- Started Gravity Manhole Inspections for Lift Station 1 (23 MH inspected)
- Responded to 1 report of Sanitary Sewer Overflow (SSO) – 0 reportable. Tree up rooted PO Septic Leach Line

Treated Water Department

- Submitted monthly Water Treatment Report and Conservation Report.
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS.
- Performed monthly UV calibrations at 2G and BC.
- Took weekly plant samples and sent into Aqua Lab.
- Beginning work on annual CCR
- Worked/operated AWS (adjusting chemical pumps, calibrating monitoring equipment)
- SFPUC contacted the District on February 28, 2019 with a tentative date of March 4, 2019 for normal Mountain Tunnel Operations.
- Extended power Failure at Big Creek Treatment plant, tree fell through PG&E Lines and SFPUC main Transmission Lines. PG&E damages (3 poles, lines, insulators and Transformers) SFPUC damages (structural damage to Main Tower, insulators and Lines). SFPUC completed a temp fix and a major repair is in the works.
- Checked and fueled when needed standby Generators at 2G, BCTP, AWS and Dunn Ct
- Repaired multiple pipe fittings at AWS due to freezing. Winterized and installed new heat tape and heaters for cabinets



Distribution Department

- Took distribution samples and sent into Aqua Lab
- Monitored Distribution Tank weekly
- Read all District Water Meters
- Repaired Backflow and cover on Merrell Road
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs/winterize) etc.
- Completed weekly checks on Tank 4(Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet)
- Replaced UPS Batteries for Tank 4 MCC Cabinet
- Shut down backflow for the RV park due to issue at their Tank
- Checked and Fueled when needed all standby Generators at Tank 4, 2, Highland
- Ran new electrical conduit and installed new sump pump and pipe from the altitude vault at Tank 4
- Staff checked location on Ferretti Rd which has steel plates from a past water break, area is so saturated that plates will need to remain until ground dries out some.

Meter Related Services	Total
Check/repair meter	2
Install water meter	1
Monthly lock offs	17
Meter change outs	3
Read tenant out	5
Re-Read	27
Turn off meter	25
Turn on meter	26
Test meter	1
Total Distribution Issues	107

Active Water Accounts: 3244

Billed Consumption	Gallons
Residential	5480663
Commercial	496178

Construction and Maintenance

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

Maintenance

- Completed 90 day Bit inspections on Vac-Truck, Hydro Flush Truck, Engine 787 and 788
- Replaced batteries on Engine 781
- Removed old shower unit out of the Fire House Bathroom to assess damage
- Changed out zerk fittings on Tank 4 booster pumps (greased pump and motor)
- Ran new internet cable for new work station in Admin
- Removed 2 of the old light poles from the District driveway
- Replaced tires put on both Case backhoes
- Removed down trees located in the upper and lower Park
- Serviced Truck 7 & 17 (changed oil, checked fluids, brakes, wipers, tires etc.)
- Plowed District road and shoveled snow around buildings
- Met with Cal Fire and walked property for possible training for Baseline Crews

Water Projects

- Started acquiring information for new Maintenance Software (SEMS)

Sewer Projects

- Drying pad has been delayed due to weather. Project is 90% complete
- Notice to Proceed for Flume repair is on hold due to the weather
- Reservoir 1 Valve/Vault project is waiting for final documentation to proceed

Park Projects

- Saw cut asphalt for Rotary to set post for new Lower Park BBQ roof

After Hour Calls

Staff received 18 after-hour calls: 10 were water related- 8 sewer related

Workplace Safety and Training

Weekly Safety Meetings and Training

- 2-7-2019 (SDRMA Topic) Emergency Evacuation with quiz
- 2-12-2019 (SDRMA Topic) PPE
- 2-21-2019 (topic) Cold Weather Safety with quiz
- 2-26-2019 (Topic) Portable Generator Safety with quiz
- 2-27-2019 3 employee attended a USA 811 training class in Sonora
- CPO Greg Dunn held in house math class for upcoming water certification exam.



GRACE

Groveland Regional Area Community Enhancement

**Join in the planning efforts to enhance our
park and recreational services!**

GCSD (GRACE)

**is eligible to apply for a large grant
to create a new park service**

**and/or amenity if identified as a community
priority. This will allow us to offer additional
park services that will enhance recreational
opportunities for our region.**

**We are requesting your critical
input as community members
and stakeholders.**

GRACE

LAUNCH MEETING

MARCH 21, 2019 11:00AM

GCSD BOARD ROOM

18966 FERRETTI ROAD GROVELAND, CA



**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
February 12, 2019
10:00 a.m.**

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

Call to Order

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

Absent: Director Swan

Approve Order of Agenda

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed to approve the order of the agenda.

Ayes: Directors Armstrong, Edwards, Mora, and Kwiatkowski

Absent: Director Swan

Public Comment

A member of the public discussed Board member responsibilities.

A member of the public stated that the Board's decision to not move an item up on the agenda at the last meeting was an act of non-transparency.

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. Status of Reimbursement for Lift Station 16 Reconstruction Expenses Under the Integrated Regional Water Management Grant
 2. Review of CalOES Obligation of Funds for the March 22, 2018 Flood Damage Restoration, and Project Status Update
 3. Update on the Potential for an Emergency Services Impact Study Related to the Proposed Terra Vi Lodge Project
- iii. Operations Manager's Report
 1. Report on Status of Tunnel Shutdown and Related Operations
 2. Review of Draft Capital Improvement/Replacement Projects to be Included in a Capital Improvement Plan (CIP) and to be Submitted for Inclusion in the Tuolumne Stanislaus IRWMP
- iv. Administrative Services Manager's Report
 1. 2nd Quarter Financial Statement Report
 2. Presentation of 2nd Quarter Investment Report

3. Summary of Ordinance 1-19 (informal Bidding) to be Published
4. Report on the Future Impact of SB 998, Establishing Restrictions on the Discontinuance of Residential Water Service

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 January 8, 2019 Regular Meeting
- B. Accept January Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title
- D. Adoption of a Resolution Authorizing Execution of the Tuolumne Stanislaus Regional Water Management Joint Powers Agreement, Approving Bylaws and Designating a Board member to Serve on the JPA Board of Directors
- E. Adoption of a Resolution Approving Amendments to the District Contracting Policy to Remove Fixed Dollar Amount Bid Limits and Approve by Reference Bidding Limits Under the Uniform Construction Cost Accounting Act as Amended

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to approve the Consent Calendar.

Ayes: Directors Armstrong, Edwards, Mora, and Kwiatkowski

Absent: Director Swan

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda)

- A. Adoption of a Resolution Recertifying the District's Sewer System Management Plan (SSMP); State Water Resources Control Board (SWRCB), Order No. 2006-0003

Motion

Director Mora moved, seconded by Director Armstrong, and the motion passed to Adopt Resolution 2019-4.

Ayes: Directors Armstrong, Edwards, Mora, and Kwiatkowski

Absent: Director Swan

Director Kwiatkowski called a recess at 11:45am.

The Board reconvened at 12:18pm.

- B. Status Update on Accomplishments, Review and Potential Update of the Management Objectives Adopted for the General Manager

Discussion and Action Items

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

- A. Adoption of a Resolution Approving 2018-19 Budget Adjustments, Including Specified New and Amendments to Existing Capital Projects and Major Purchases:
 - i. Ratifying the Award of Contract to Njirich Construction for the Wastewater Treatment Plant Valve Vault Installation Project

- ii. Ratifying the Award of Contract to Don Pedro Pump for the Removal, Renovation and Reinstallation of the Big Creek Turbine Pump
- iii. Approval of the Purchase, Installation and Configuration of Replacement Hardware and Software Related to the District Supervisory Control and Data Acquisition (SCADA) System; AquaSierra Controls
- iv. Approval of the Purchase of Asset Management Software, Associated Data Entry and Annual Subscription; SEMS Technologies

Motion

Director Edwards moved, seconded by Director Mora, and the motion passed to adopt Resolution 2019-7.

Ayes: Directors Armstrong, Edwards, Mora, and Kwiatkowski

Absent: Director Swan

B. Adoption of a Resolution Approving a Debt Management Policy

Motion

Director Armstrong moved, seconded by Director Mora, and the motion passed to adopt Resolution 2019-3.

Ayes: Directors Armstrong, Edwards, Mora, and Kwiatkowski

Absent: Director Swan

C. Approval of Revised and Updated Position Classifications for the Purpose of the Compensation Study Currently in Progress

Motion

Director Edwards moved, seconded by Director Armstrong, and the motion passed to approve the Revised and Updated Position Classifications for the Purpose of the Compensation Study Currently in Progress.

Ayes: Directors Armstrong, Edwards, Mora, and Kwiatkowski

Absent: Director Swan

D. Discuss the Proposed Scheduling of a Public Workshop to Receive Input on Potential Park Improvements

A Park Committee ad hoc meeting was scheduled for February 21st at 2pm.

E. Discuss the Proposed Scheduling of a Board Workshop to Review Fire Department Revenue and Expenses, Future Funding Needs and Options

A special meeting was scheduled for February 28th at 10:00am

F. Schedule Revised April 2019 Regular Board Meeting Date due to Directors Attendance at SDLA Conference and Call a Special meeting

A special meeting was scheduled for April 12th at 10:00am.

Adjournment

The meeting was adjourned at 2:10pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
February 28, 2019
10:00 a.m.**

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

Call to Order

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

Approve Order of Agenda

Motion

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

Public Comment

Sonora Area Foundation Executive Director Darrell Slocum announced that the Foundation recently approved awarding the District \$20,000 towards the \$34,000 requested in the recent grant application submitted by the District for a new SCBA fill station at the Fire Department. He also stated that he's been charged with helping set up a donation/fundraising account to collect the remaining funds.

A. Discussion Item

- A. Board Workshop to Review Fire Department Revenue and Expenses, Future Funding Needs and Options

Adjournment

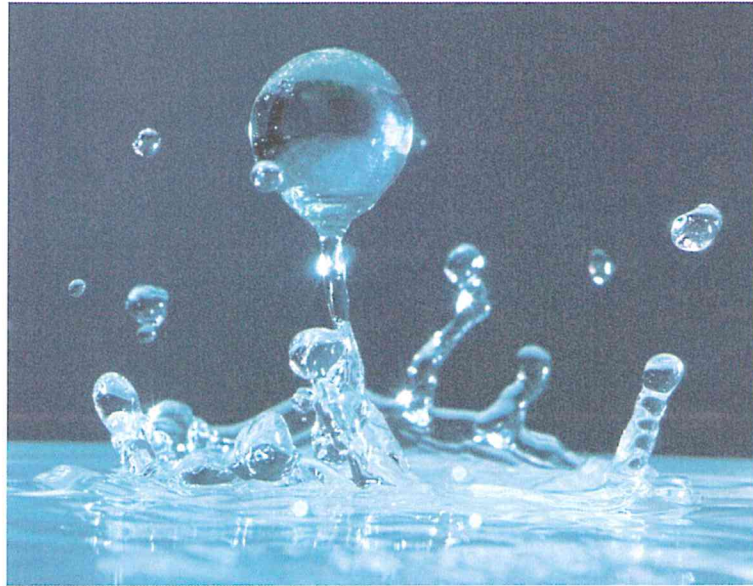
The meeting was adjourned at 11:44am.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

February, 2019
Fiscal Year 18/19
Board Approval _____

Accounts Payable

Checks

User: dpercoco

Printed: 3/8/2019 12:01:33 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17549	AQU01	Aqua Labs	2/28/2019	True	050 Water Tests	\$4,595.00
17550	BRE01	Breshears, W. H.	2/28/2019	True	Fuel & Oil	\$1,923.38
17551	CAR06	Carbon Copy Inc.	2/28/2019	True	Monthly Copier Usage	\$59.41
17552	CVI01	CV Industrial Corp	2/28/2019	True	Credit for overbilling on gloves freight.	\$867.07
17553	UB*02395	Darrow, Amanda	2/28/2019	True	Refund Check	\$6.23
17554	Data Sup	Data Support Company	2/28/2019	True	20 ea. 100 pk Microfiber pads for Lab	\$1,366.58
17555	UB*02401	DiProsper, Anthony	2/28/2019	True	Refund Check	\$162.62
17556	FOO01	Foothill-Sierra Pest Control	2/28/2019	True	Pest Control	\$157.00
17557	UB*02399	Hwang, Trustee, William & Jean	2/28/2019	True	Refund Check	\$135.98
17558	JSW02	J.S. West Propane Gas	2/28/2019	True	Propane	\$2,905.51
17559	Kam01	Kampa Community Solutions, LLC	2/28/2019	True	General Manager consulting duties	\$13,557.50
17560	UB*02397	MacDonald, Brandon & Patricia	2/28/2019	True	Refund Check	\$31.11
17561	UB*01918	Martinez, Richard & Annette	2/28/2019	True	Refund Check	\$147.90
17562	UB*02400	Marymont, Jerry	2/28/2019	True	Refund Check	\$59.88
17563	UB*02394	Mission, California	2/28/2019	True	Refund Check	\$160.32
17564	MES01	Municipal Emergency Services Depository Acct.	2/28/2019	True	1 pair Firefighting gloves PPE	\$60.06
17565	neu01	Neumiller & Beardslee	2/28/2019	True	Legal Services	\$483.00
17566	UB*02393	Niedens , Sarah	2/28/2019	True	Refund Check	\$196.65
17567	UB*02396	Pier, Laura	2/28/2019	True	Refund Check	\$98.71
17568	Pri04	PLIC-SBD Grand Island	2/28/2019	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,437.72
17569	R&B	R & B Company	2/28/2019	True	Freight Charge for Inv. #S1814763.001	\$179.11
17570	UB*02398	Ryan, James & Kathleen	2/28/2019	True	Refund Check	\$195.20
17571	Safety-K	Safety-Kleen Systems	2/28/2019	True	Maintenance on Parts Washer	\$613.64
17572	UB*02392	Shaw, Thomas	2/28/2019	True	Refund Check	\$95.46
17573	Sie17	Sierra Instant Printing	2/28/2019	True	Business cards for J. Flores	\$48.49
17574	UB*02390	Soares, Frank & Karen	2/28/2019	True	Refund Check	\$51.86
17575	SWR02	SWRCB	2/28/2019	True	Brandon Klien T-2 exam	\$45.00
17576	ULI01	ULINE, Attn AR	2/28/2019	True	4 ea. Tarps for shop material bins	\$857.50
17577	UNI05	Univar Usa Inc.	2/28/2019	True	7 pallets, 343 bags White Crystal Morton Salt	\$7,006.34
17578	Ver02	Verizon Wireless 5298	2/28/2019	True	Monthly Cell Phone	\$305.73
17579	UB*02391	Warner, William	2/28/2019	True	Refund Check	\$161.25
17580	Wells	Wells Fargo Bank, N.A.	2/28/2019	True	Monthly Lease on Admin Copier	\$359.29
115699	OE3	Operating Engineers Local #3	2/27/2019	True	PR Batch 00002.02.2019 Oper Engin Union Dues	\$304.56

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
115700	Per07	Perkins, Michelle	2/27/2019	True	Refund for Employee Contributions to PEPRA-dual deductions	\$1,200.00
901959	DCSS	Dept of Child Support Services	2/27/2019	True	PR Batch 00002.02.2019 Wage Garnishment Child Support	\$235.95
901960	EDD01	EDD - Electronic	2/27/2019	True	PR Batch 00002.02.2019 SDI - Employee	\$1,426.37
901961	FedEFTPS	Federal EFTPS	2/27/2019	True	PR Batch 00002.02.2019 Medicare Emple Portion	\$8,421.89
901962	PER01	Pers - Electronic	2/27/2019	True	PR Batch 00002.02.2019 2nd Tier PERS	\$2,811.89
901963	TD 457	TD Ameritrade Trust Co.	2/27/2019	True	PR Batch 00002.02.2019 457 Deferred Compensation	\$300.00
17523	All06	AllStar Fire Equipment, Inc	2/21/2019	True	2 ea. Helmet shields	\$108.67
17524	am01	AM Consulting Engineers, Inc.	2/21/2019	True	Sewer System Master Plan Engineering fees	\$17,952.50
17525	BLU02	Anthem Blue Cross	2/21/2019	True	Insurance D. Beaudreau	\$921.66
17526	ATT02	AT&T	2/21/2019	True	Monthly Cal Net phone service	\$482.50
17527	BRE01	Breshears, W. H.	2/21/2019	True	Fuel & Oil	\$4,786.61
17528	cen06	Central California Generator, LLC	2/21/2019	True	LS#1 Coolant Level Sensor	\$223.47
17529	DIS01	Dish Network	2/21/2019	True	Satellite TV for FD	\$45.68
17530	dow05	Down to Earth Const. & Nursery	2/21/2019	True	2.5 yards of 1" drain rock for water break on Ferretti Rd.	\$59.52
17531	fir05	FireTech Inspection Service	2/21/2019	True	203 feet of ground ladders for annual testing	\$294.35
17532	HRM01	HRM Consulting, Inc.	2/21/2019	True	Medical Leave Consulting	\$67.50
17533	ind04	Industrial Electrical Co.	2/21/2019	True	2 Training classes for Electrical training for B Klein-M Dickens	\$2,000.00
17534	pin06	Pine Mountain Employment Temp Agency	2/21/2019	True	Temporary Office clerk	\$990.78
17535	PIN03	Pine Mt. Lake Association	2/21/2019	True	Pine Mtn Ad- Luis Spotlight	\$288.75
17536	Pri04	PLIC-SBD Grand Island	2/21/2019	True	Monthly Dental, Vision, Life & LTD Insurance	\$4,121.59
17537	Pro09	Provost & Pritchard Consulting	2/21/2019	True	2017 Water Loss Audit Validation	\$1,050.00
17538	R&B	R & B Company	2/21/2019	True	5 ea. 4" Hymax coupling, 7 ea. traffic valve boxes with lids	\$3,761.03
17539	rabo01	Rabobank Visa Card	2/21/2019	True	1 dozen Pens	\$3,903.71
17540	Sem01	Sems Technologies, LLC	2/21/2019	True	SEMS Asset Management program software	\$20,895.00
17541	son14	Sonora Lumber Co.	2/21/2019	True	10 ea. bundles of roof comp to repair lower park roof	\$444.90
17542	Sta15	Staples Credit Plan	2/21/2019	True	Office Supplies	\$128.19
17543	STA02	State Wtr. Res. Control	2/21/2019	True	Luis Melchor D# Renewal	\$200.00
17544	TIR01	The Tire Shop	2/21/2019	True	2 ea. front tires, 2 ea. rear tires for Old Backhoe	\$1,627.37
17545	TUO13	Tuolumne Co. Fire Chiefs Assoc.	2/21/2019	True	2019 annual membership	\$150.00
17546	Tuo14	Tuolumne County Recorder	2/21/2019	True	One Sat of Lien	\$11.00
17547	Ver03	Verizon Wireless 7706	2/21/2019	True	Monthly Auto Dialers	\$233.18
115698	OE3	Operating Engineers Local #3	2/13/2019	True	PR Batch 00001.02.2019 Oper Engin Union Dues	\$304.56
901954	DCSS	Dept of Child Support Services	2/13/2019	True	PR Batch 00001.02.2019 Wage Garnishment Child Support	\$235.95
901955	EDD01	EDD - Electronic	2/13/2019	True	PR Batch 00001.02.2019 Employmt Training Tax	\$1,804.52
901956	FedEFTPS	Federal EFTPS	2/13/2019	True	PR Batch 00001.02.2019 FICA Employer Portion	\$8,377.33
901957	PER01	Pers - Electronic	2/13/2019	True	PR Batch 00001.02.2019 PERS Employer Expense	\$4,738.50
901958	TD 457	TD Ameritrade Trust Co.	2/13/2019	True	PR Batch 00001.02.2019 457 Deferred Compensation	\$300.00
17466	Accela	Accela, Inc. #774375	2/12/2019	True	Monthly C/C Web Pmt Fees	\$1,045.75
17467	AME02	American Textile & Supply	2/12/2019	True	5 boxes of shop rags for vehicles	\$432.40
17468	BLU01	Anthem Blue Cross	2/12/2019	True	Monthly Group Health Ins.	\$25,444.80
17469	AQU01	Aqua Labs	2/12/2019	True	060 Sewer Tests	\$3,125.00
17470	BRE01	Breshears, W. H.	2/12/2019	True	Fuel & Oil	\$3,280.28
17471	CAR06	Carbon Copy Inc.	2/12/2019	True	Monthly Copier Usage	\$52.65

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17472	CUR01	Curtis & Sons	2/12/2019	True	Water rescue equip for Engine 781	\$853.71
17473	CWE01	CWEA	2/12/2019	True	Luis Melchor Membership renewal	\$188.00
17474	Datapro	Datapro Inc.	2/12/2019	True	Monthly UB Statement Processing	\$1,903.55
17475	DEP09	Department of Forestry & Fire Protection	2/12/2019	True	October-December 2018 CALFire Contract	\$250,589.41
17476	UB*02383	Fischer, William	2/12/2019	True	Refund Check	\$19.51
17477	GCS02	GCSO	2/12/2019	True	10% Sewer Plant Water Bill	\$4,193.14
17478	GEN02	General Supply Co	2/12/2019	True	Star blocks to repair LS#10 cabinet	\$1,782.76
17479	UB*02386	Geraldo, Robert & Cynthia	2/12/2019	True	Refund Check	\$120.52
17480	gilb01	Gilbert Associates, Inc.	2/12/2019	True	CPA Services	\$3,100.00
17481	Gre05	GreatAmerica Financial Services	2/12/2019	True	Monthly Avaya Phone System Lease	\$186.36
17482	gro08	Groveland Transfer Station	2/12/2019	True	Dump fee for Metal	\$97.50
17483	Int03	IBS of Sacramento Valley	2/12/2019	True	1 ea. Battery for Truck #13	\$130.65
17484	Ind05	Independent Electric Supply Inc	2/12/2019	True	Bullhorn, lights, & brackets for District Lights	\$1,460.63
17485	ind04	Industrial Electrical Co.	2/12/2019	True	Inspect LS #10 soft start, electrical breaker service call	\$1,110.00
17486	IRO01	Iron Mountain	2/12/2019	True	Offsite document shredding	\$120.49
17487	JSW02	J.S. West Propane Gas	2/12/2019	True	Propane	\$1,851.09
17488	UB*02388	Johnson, David	2/12/2019	True	Refund Check	\$45.33
17489	KC Auto	KC Auto Parts	2/12/2019	True	January Auto Parts	\$563.66
17490	KC01	KC Courier, LLC	2/12/2019	True	Monthly Courier Service	\$372.38
17491	KKI01	KKI Corporation	2/12/2019	True	IT Services	\$168.75
17492	Kof02	Koff & Associates	2/12/2019	True	Classification/Comp Study	\$4,556.00
17493	LOW01	Lowe's Companies, Inc.	2/12/2019	True	Sales Tax on prior invoice	\$164.80
17494	UB*02384	Metzger, Trust, Kenneth & Perry	2/12/2019	True	Refund Check	\$49.13
17495	MOO01	Moore Bros. Saverger Co., Inc.	2/12/2019	True	Garbage Service	\$478.98
17496	MOT03	Mother Lode Answering Service	2/12/2019	True	Monthly Call Forward/Paging	\$183.00
17497	MOU03	Mountain Oasis Water Systems	2/12/2019	True	Bottled Water	\$116.00
17498	MES01	Municipal Emergency Services Depository Acct.	2/12/2019	True	2 ea. turn out coats, 2 ea. turn out pants	\$5,767.91
17499	Oreil	O'Reilly Auto Parts	2/12/2019	True	Return Brake hose	\$705.75
17500	per04	Percoco, Ronald	2/12/2019	True	Monthly Uniform Laundering	\$2,126.00
17501	PGE01	PG&E	2/12/2019	True	Monthly Electric Charges	\$683.65
17502	phe01	PH Electric	2/12/2019	True	5 Light poles/Anchors, 8 Luminaries head -District Parking Lot	\$7,191.73
17503	pin06	Pine Mountain Employment Temp Agency	2/12/2019	True	Temporary Office clerk	\$975.03
17504	pml01	PML Hardware & Supply Inc.	2/12/2019	True	January Auto Parts	\$912.00
17505	Pollard	Pollard Water.com	2/12/2019	True	Hydrant lock, suction hose, fire hose to replace bad parts	\$949.25
17506	pow04	Power Services, Inc.	2/12/2019	True	Certified Pump/Flow Test for Big Creek Turbine Repair	\$1,100.00
17507	SUE01	Ray Suess Insurance & Invst	2/12/2019	True	Retired Members Medical JJ RD EP PL CS WS	\$1,953.99
17508	UB*02385	RD Partner LLC	2/12/2019	True	Refund Check	\$18.71
17509	Ron01	Roni Lynn Photography	2/12/2019	True	Social Media Management	\$2,500.00
17510	SFPUC	San Francisco Public Utilities Commission	2/12/2019	True	Monthly Water Purchase	\$3,953.58
17511	UB*02387	Sauvageau, Robert & Christina	2/12/2019	True	Refund Check	\$2.71
17512	UB*02389	Sloan, NY	2/12/2019	True	Refund Check	\$102.73
17513	STA13	Staples Business Advantage	2/12/2019	True	1 ea. 4-drawer Filing Cabinet	\$731.37
17514	STS01	STS Automation, Inc.	2/12/2019	True	AWS Booster repair pressure reducer repair, recalibrate	\$2,223.14

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17515	SWR02	SWRCB	2/12/2019	True	David Young, A Trujillo, T Filippi Wastewater exam	\$665.00
17516	TUO01	Tuo. Co. Public Power Agency	2/12/2019	True	Public Power Purchase	\$10,984.53
17517	Tuo14	Tuolumne County Recorder	2/12/2019	True	4 ea. Satisfaction of Liens	\$44.00
17518	ups9	UPS	2/12/2019	True	Return package to Whitmer (EMS Store)	\$29.64
17519	USA03	Usa Blue Book	2/12/2019	True	1 ea. Hydrant flow meter for flushing/ water breaks	\$765.37
17520	Ver02	Verizon Wireless 5298	2/12/2019	True	Monthly Cell Phone	\$304.05
17521	Wells	Wells Fargo Bank, N.A.	2/12/2019	True	Monthly Lease on Admin Copier	\$359.29
17522	ZEE01	Zee Medical Service Co	2/12/2019	True	First Aid Supplies	\$112.88

Feb Direct Dep Payroll \$49,326.25

Total Accts. Payable \$537,814.77



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6D: Approval of the Attendance of Two Directors at the Special District Risk Management Authority (SDRMA) Spring Education Day in Sacramento, March 26, 2019

RECOMMENDED ACTION

Staff recommends the following action:

I move to approve two directors to attend the SDRMA Spring Education Day in Sacramento, March 26, 2019

BACKGROUND

Special District Risk Management Authority (SDRMA) two times a year hosts its Education Day to provide free training and information regarding coverages, online training programs, technology updates and many of its valuable MemberPlus Services.

In addition, members who attend are eligible to earn credit incentive points (CIPs) to reduce their annual contribution amounts for both Property/Liability and Workers' Compensation programs.

ATTACHMENTS:

1. Spring Education Day Program Agenda

FINANCIAL IMPACT:

The event is free for SDRMA and CSDA members

PROGRAM AGENDA

7:30 – 8:15 a.m.	Registration / Buffet Breakfast (provided)
8:15 – 8:45 a.m.	Welcome, Annual Membership Meeting
8:45 – 9:00 a.m.	SDLF Acknowledgements and Presentations
9:00 – 10:00 a.m.	General Session “because I said I would.” * Alex Sheen, Founder of because I said I would.
10:00 – 10:30 a.m.	Break - Meet & Greet Alex Sheen
10:30 a.m. – 3:45 p.m.	SDRMA Supervisor Safety Specialist Certificate Program * Alan Larson, Alan Larson & Associates Separate All Day Workshop – Earn this special certificate for SDRMA Members Only!
SEPARATE WORKSHOPS	SDLA Governance Foundations Workshop * David Aranda, SDA Separate All Day Workshop – SDRMA Member: Free * *CSDA Member: \$125
10:30 a.m. – 12:00 p.m.	General Session Employment Practices Update * Dennis Timoney, SDRMA / Carl Fessenden, Porter Scott
12:00 – 1:00 p.m.	Lunch (provided)
1:00 – 2:15 p.m.	1A - Workers' Compensation 101 * Danny Pena, SDRMA 1B - Liability – Contracting for Indemnification * Dennis Timoney, SDRMA
Concurrent Breakout Sessions	
2:15 – 2:30 p.m.	Break
2:30 – 3:45 p.m.	2A - Workers' Compensation Year in Review – Significant WC Case Law Updates * Debbie Yokota, SDRMA 2B - Property/Liability – Catastrophic Loss * Dennis Timoney, SDRMA
Concurrent Breakout Sessions	
3:45 p.m.	Adjourn

Session A - Workers' Compensation Topics **Session B** - Property/Liability Topics



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 5Ai: Adoption of a Resolution Approving the District Informal Bidding Ordinance 1-19

RECOMMENDED ACTION

Staff recommends the following action:

1. *Adopt Resolution 2019-9 Approving the District Informal Bidding Ordinance 1-19*

BACKGROUND

Staff presented a revised Informal Bidding Ordinance at the December 11, 2018 meeting noting that the existing Ordinance contained inconsistencies as well as referencing 10 year old bid limits that were no longer accurate.

The Board conducted the “first reading” of the proposed ordinance at the meeting and approved scheduling a public hearing at a future date to be determined. The Board was presented with the summary of the proposed ordinance for publication at the February 12th meeting under the Administrative Services Manager’s Report. The summary along with the public hearing date of March 12, 2019 was published as a public notice in the February 19, 2019 edition of the Union Democrat.

Upon the Board’s approval of the ordinance at today’s meeting, the summary of adoption must be published at least 15 days after the ordinance’s adoption. The ordinance will become effective 30 days from the date of adoption, or April 10, 2019.

ATTACHMENTS:

1. Resolution 2019-9
2. Final Ordinance 1-19

RESOLUTION NUMBER 2019-9

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT
APPROVING DISTRICT INFORMAL BIDDING ORDINANCE 1-19**

WHEREAS, the District has elected to be subject to the Uniform Public Construction Cost Accounting Act which provides benefits and conveniences to public agencies adopting its accounting procedures; and

WHEREAS, the District reviewed its Informal Bidding Ordinance and found sections with inconsistencies and outdated bid limits; and

WHEREAS, the Board conducted the first reading of the proposed amended ordinance as prepared by staff and reviewed by legal counsel on December 11, 2018; and

WHEREAS, the District published a summary of the proposed ordinance and public hearing date of March 12, 2019 as a public notice in the February 19, 2019 edition of the Union Democrat; and

WHEREAS, The District held a public hearing for the adoption of the Ordinance on March 12, 2019.

NOW, THEREFORE, BE IT RESOLVED that GROVELAND COMMUNITY SERVICES DISTRICT hereby approves District Informal Bidding Ordinance 1-19; and

RESOLVED FURTHER, that staff be directed to publish a summary of adoption at least 15 days after adoption.

This Resolution shall take effect upon its adoption.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 12th day of March, 2019, and was passed by the following vote:

AYES:

NOES:

ABSTENTIONS:

Janice Kwiatkowski, President

ATTEST: _____
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on March 12, 2019.

DATED: _____

GROVELAND COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 1- 19

ORDINANCE OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING SECTION 3.1 TO THE ORDINANCE CODE OF THE GROVELAND COMMUNITY SERVICES DISTRICT TO MODIFY INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (Public Contract Code Section 22000 et seq.)

The Board of Directors of the GROVELAND COMMUNITY SERVICES DISTRICT do ordain as follows:

SECTION 1

Section 3.1 of the Ordinance Code of the GROVELAND COMMUNITY SERVICES DISTRICT is hereby amended to provide as follows:

SECTION 2

Findings and Purpose

It is in the public interest for the Board of Directors of the GROVELAND COMMUNITY SERVICES DISTRICT to elect to become subject to the Uniform Public Construction Cost Accounting Act Procedures adopted by the California Uniform Construction Cost Accounting Commission pursuant to Public Contract Code Section 22000 et seq.: Performance of District construction and maintenance projects in accordance with these procedures will enable the District to perform said projects with its own staff and/or by contracts ordered through informal bidding procedures when it is in the best public interest of the District to do so.

SECTION 3

Informal Bid Procedures

Public projects as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code.

SECTION 4

Development, Maintenance and Use of Contractors List

The General Manager shall develop a list of qualified contractors eligible to submit bids on informal contracts awarded by the District. The list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and minimum criteria propagated from time to time by the California Uniform Public Construction Cost Accounting Commission.

The contractors list shall be organized in accordance with the license classifications utilized by the Contractors State License Board and according to categories of work. The General Manager of the District shall, during November of each year, mail a written notice to all construction trade journals designated by the Commission for that County in which the District is located pursuant to Public Contract Code Section 22036 inviting all licensed contractors to submit the name of their firm to the District for inclusion on the District's list of qualified bidders for the following calendar year.

The written notice shall require that the contractor provide the name, physical address and email address to which a Notice to Contractors of Proposal should be sent, a telephone number at which the contractor may be reached, the type of work which the contractor is interested in and currently licensed to do, together with the class of contractor's license held and contractor's license number. The District may include any contractor's name it desires on the list, but the list must include at a minimum all contractors who have properly provided the District with the information required as set forth above. A contractor may have his firm added to the District's contractors list at any time by providing the required information.

SECTION 5

Notice Inviting Informal Bids

Where a public project is to be performed subject to this Ordinance, a notice inviting informal bids shall be sent to all contractors for the category of work to be bid, as shown on the contractors list developed and maintained by the District. Additional contractors and/or construction trade journals may be notified at the discretion of the District provided however:

1. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission; and
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

SECTION 6

Award of Contracts

The General Manager of the District is authorized to award informal contracts pursuant to this Section.

At the time provided in the notice inviting informal bids, the General Manager shall open all bids timely received and award a contract to the lowest responsible bidder. If two or more bids are the same and lowest, the General Manager may choose the contractor to whom the contract is to be awarded. If no bids are received, the General Manager may again solicit informal bids, perform the work with District employees, or negotiate an informal contract with a contractor chosen by the General Manager.

The Board of Directors hereby delegates to the General Manager of the District the power to declare a public emergency as defined in Public Contract Code Section 22035 and to accomplish repairs and/or replacements as permitted by said Section. Such

work shall be performed without the benefit of informal or formal bidding and without adoption of plans, specifications or working details, provided that such repair or replacements are necessary to permit the continued conduct of the operation or services of the District or to avoid danger to life or property. The General Manager of the District shall provide a full report on the emergency work performed at the next meeting of the Board of Directors, at which time the Board may confirm the existence of such public emergency by a four-fifths (4/5) vote and may take such other action necessary including but not limited to decisions as to whether the authorized work should continue without the benefit of informal or formal bidding.

SECTION 7

This Ordinance shall take effect and be enforced thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it, or a summary of it, shall be published once, with the names of the members of the Board of Directors voting for and against the same in a newspaper of general circulation published in the County of Tuolumne.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the GROVELAND COMMUNITY SERVICES DISTRICT, County of Tuolumne, State of California, this 12th day of March, 2019, by the following vote:

AYES:

NOES:

ABSENT:

By:

Janice Kwiatkowski, Board President

Attest:

Jennifer L. Flores, Board Secretary

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6B: Discuss the Process and Schedule for Committee Review of the Fire Department Revenue and Expenses, Future Funding Needs and Options

RECOMMENDED ACTION

Staff recommends the following action:

I Move to appoint an advisory committee of the Board consisting of two members, and approve the preliminary process and schedule as presented (or amended).

BACKGROUND

This agenda item supports the Board’s action at its recent February 28, 2019 special Fire Department Workshop. During that meeting, management and department staff detailed the historical and current levels of service provided by the Fire Department, the associated cost, and financial projections into the future. The Board directed that a committee be formed to further evaluate the financial situation of the Department and propose recommendations to the Board.

Due to the critical importance of the Groveland Fire Department to the health and safety of the community, it is recommended that the Board establish an advisory committee, and that strategic stakeholders be invited to assist in receiving community input, educating the community and making recommendations to the Board. Should the Board choose to proceed with a funding measure for fire services, it is management’s recommendation that the following schedule of actions be included in the committee formation:

March – May 2019: Organize Committee, Identify and Include Stakeholders, Education on Fire Services and Financial Matters, opportunities and constraints

May 14, 2019: Board considers approval of Request for Proposals to secure a consultant to assist with funding measure development

June 11, 2019: Board approves an agreement with the funding measure consultant

June – December 2019: Advisory Committee, stakeholders and Consultant determine level of services desired by community, funding/financing options, revenue measure form and opportunities/constraints. Monthly reports to Board provided

January 2020: – Board considers action on committee recommendations

February 2020: Deadline for submitting revenue measure to county for June 9, 2020 Primary Election (if revenue measure is to be placed on ballot). Advisory Committee is abolished following Board action.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6C: Review of, and Board Prioritization and Direction on Board Goals, Management Objectives and Related Actions; Covering all District Services and Activities

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Direct Staff to Prepare an Updated Slate of Management Objectives Including the Modifications, Priorities and Schedules Discussed, for Board Action in April.

BACKGROUND

The purpose of this agenda item is to inform the Board of the status of accomplishment of the goals established by the Board, review and discuss additional goals, and review the management actions and tasks involved in accomplishing the Board's goals. Occasionally review this information will ensure that the Board and management are clearly communicating and aligned in vision.

The attached goals, objectives and tasks are presented in a high level of detail for clarity in understanding. Following Board input on content and prioritization at this meeting, we will prepare a much condensed version with major accomplishment dates attached, for Board approval at a near future meeting.

ATTACHMENTS:

Management Objectives Update Report 3-12-19

FINANCIAL IMPACT:

None at this time

Detailed Update Report, Board Prioritization - March 12, 2019

GCSD Mission:

Our mission is to provide environmentally sound, economic, and compliant services that meet our customer's needs for water and wastewater treatment, fire protection, and park facilities in the unincorporated township of Groveland, California.

Report Overview

Included below is a presentation of the Management Objectives initially adopted by the Board of Directors in April 2018, and including objectives, actions and tasks based on evaluation and management of the District for the past year. Additional task level detail is provided for understanding of the effort level, potential future consulting efforts, costs and schedule for accomplishment of the Board's primary goals.

- 1) **Board Goal** - Support Staff by providing a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees
 - A. Complete an updated compensation and classification study that considers regional competition
 - i. *Required completion of organizational evaluation in (7) below, and evaluation/reorganization of classifications prior to evaluating salary for each position*
 - ii. *Draft Salary Plan expected for Board approval-**April 9, 2019***
 - iii. *Develop implementation/budgeting plan for new salary implementation*
 - iv. *Evaluate part time/volunteer intern program (Propose delaying this objective to 2020)*
 - v. *Prepare an employee orientation/development/cross training program (Propose for consultant completion in 2019/20 budget year, completion of June 30, 2020)*
 - vi. *Clarify and articulate advancement/promotional policies (Completion of the employee orientation program above, coupled with new classification establishment will accomplish this objective; propose December 31, 2019)*
 - vii. *Evaluate the organizational structure to ensure that we are adequately staffed for our size and services; and responsibilities are appropriately assigned to accomplish the priorities of the District*
 - (a) Identified the need to Reestablish the Operations Supervisor (Superintendent) position.
 - (i) Develop final job description, hire to fill position and train
 - (b) Identified need to create additional Administrative Services Technician position in the office; to support all aspects of the operation and increase efficiencies.

- (i) Establish revised job descriptions reflecting responsibilities, training plan and development of Admin Tech I, II and III position classifications
 - (ii) Advertise for Admin Tech I position, hire and train
- 2) **Board Goal Related to Policies** - Propose new and amended policies and updated Ordinances that support accomplishment of management objectives and provide the framework for efficient operations (**Ongoing Activity; June 30, 2019**)
 - A. Informal Bidding Ordinance Update (March 2019)
 - B. Sewer Ordinance Update (May 2019)
 - C. Water Ordinance Update (August 2019)
 - D. Develop New Financial Reserve Policies (All Services, June 30, 2020)
- 3) **Board Goal to Support Facilities and Operations** - Plan, fund and implement improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations
 - A. Evaluate, plan, implement and fund flood restoration work in response to the March 22, 2018 Flash Flood Disaster (added to objectives May 2018). All restoration projects to be complete by December 31, 2019
 - i. *Mary Laveroni Park restoration* (Completed September 2018)
 - ii. *Admin and Operations grounds, sewer lift station and WWTP grounds restoration* (Completed August 2018)
 - iii. *Ferretti Road water and sewer flood restoration work to be completed in conjunction with county in fall/winter 2018* (Completed @ 95%)
 - B. Complete updated water and sewer master plans and Capital Improvement Plans (**June 30, 2020**)
 - i. *Master Plan work scope approved by Board January 2019*
 - ii. *Initial Draft Capital Improvement Plans, for projects identified as necessary to address immediate problems but not included in the state grant funded planning projects* (presented for Board Approval May 2019)
 - iii. *Complete Master Plan Request for Proposals Process, Evaluate Proposals, Award Contract* (May 2019)
 - iv. *Board consideration of draft updated Water/Sewer Master Plans* (January 2020)
 - C. Complete the state grant funded Downtown BOF/Groveland water and wastewater system improvement planning projects (June 2019)
 - i. *Ensure that the cost of identified improvements are accurately estimated and included in Capital Improvement, rate and other financial plans*

- ii. *Ensure that fireflow standards are met*
 - iii. *Board approval of Project, provide authorization to bid (Upon state funding agreement execution, estimated September 2019)*
- D. Develop Capital Improvement/Replacement/Maintenance Plans for all services
- i. *Complete a water system condition assessment and replacement plan*
 - ii. *Complete a sewer system condition assessment and replacement plan*
 - iii. *Complete a Fire station facility condition assessment and upgrade plan*
 - iv. *Complete a park facility condition assessment and upgrade plan*
 - v. *Complete a condition assessment of all buildings and facilities within the Administrative/operations compound; and upgrade plan*
- E. Maintain the quality, efficiency and safety of service in water and sewer operations
- i. *Develop a plan to Upgrade District technology; hardware and software to industry standards*
 - (a) Update Supervisory Control and Data Acquisition (SCADA) hardware and software for water and sewer systems (In process; contract awarded to Aqua Sierra March 2019, complete by June 30, 2019)
 - ii. *Contract for safety program review, update and implementation of technical training*
 - iii. *Develop a training/development/certification plan for all positions*
- F. Digitize District maps
- i. *Scan current system maps to digital files*
 - ii. *Contract with survey/GIS firm to field verify infrastructure locations and create CAD files*
 - iii. *Contract with GIS hosting firm for infrastructure to be graphically displayed and accessible*
 - iv. *Develop procedures for map updates*
 - (a) Develop connection fee component to offset costs of updates for new connections/development
- G. Purchase and Implement Asset Management and maintenance software (Purchased February 2019)
- i. *Identify all infrastructure assets to be included in maintenance program; gather and document maintenance requirements, age and any manufacturer's data*
 - ii. *Complete training and implementation*
- H. Ensure continued progress on securing state grant and loan funding to complete the BOF/Groveland water/sewer, flume repair and clearwell coating projects (December 31, 2019)
- i. *Grant funding obligations are in place for the Flume Restoration Project (February 2019)*

- ii. *Secure state permits, CEQA clearance and approvals for construction (In progress, estimated June 2019)*
- iii. *Prepare and submit all documentation required for a complete construction application for both water and sewer projects*
- iv. *Secure state funding agreements for the water, sewer and clearwell projects*
- v. *Contract for survey and property appraisals for easement acquisitions for water and sewer projects; prepare for condemnation proceedings if needed*
- vi. *Negotiate with property owners for easements necessary for water and sewer projects*
- I. *Implement public bidding and construction process of the water and sewer improvements project (Bidding through contract award = 90 days)*
 - i. *Prepare customer communication plan and train staff; implement plan prior to and during construction (60 days)*
 - ii. *Construction (2 years from start date)*
- J. *Complete Flume Renovation construction (September 2019)*
 - i. *Construction contract awarded to Moyle Excavation, to start when weather clears (May 2019)*
- K. *Implement budgeted capital improvement projects including:*
 - i. *WWTP Reservoir 1 Valve and Vault Replacement Project (Contract awarded February 2019)*
 - ii. *Fire Station driveway approach bidding, contract award and construction*
 - iii. *Big Creek pump replacement (contract awarded February 2019)*
 - iv. *Administration Office parking lot and driveway; park parking lot engineering evaluation and improvement plan development*
- L. *Assist in planning and implementation of fundraising efforts for Fire SCBA fill station*
 - i. *Purchase and install station*
- M. *Organize strategic planning efforts for both fire and park services to determine desired level of services and funding plans*
 - i. *Engage in the county fire and emergency response planning studies to represent the status, needs, opportunities and threats to GCSD fire and emergency response services*
 - ii. *Develop a long term Fire Service Funding Plan*
 - (a) Hire consultant to evaluate options for a local funding measure
 - (b) Hire consultant to evaluate cost and benefit of implementation of a Fire Services Cost Recovery Program

- (c) Board adoption of a Fire funding plan and revenue measure
 - iii. *Plan and Implement the GRACE (Park Enhancement) Project*
 - (a) Conduct community outreach and receive input
 - (b) Engage appropriate consultants for grant application assistance and project design
 - (c) Submit grant applications
 - (d) Complete project planning, design, permitting and construction
 - iv. *Develop a long-term Park Service Funding Plan*
 - N. Engage in the county land development process to ensure that District services are not impacted in a negative manner by projects approved outside our boundaries
 - O. Facilitate the County's development of the Community Resiliency Center in Groveland
- 4) **Board Goal: Support Customer Relations and Outreach** – 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
- A. Support Customer Relations **(ongoing)**
 - B. Conduct formal system tours with public and Board **(Completed October 2018)**
 - C. Develop and publish press releases and articles on accomplishments **(Ongoing)**
 - D. Engage public participation on key issues **(In progress for fire funding and park projects)**
 - E. Create a social media presence **(Implemented October 2018)**
 - F. Achieve SDFL Transparency Certification **(Estimate April 2019)**
- 5) **Board Goals Related to District Finances** – 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. (Draft goal, for Board Consideration)
- A. Lead the completion of the wastewater rate study **(Completed June 2018)**, ensuring that it is:
 - i. *Comprehensively grounded in solid engineering evaluation and design methodologies*
 - ii. *Accurate in consideration of the cost of system improvements, district budget and is based on solid financial forecasts*
 - iii. *Considers infrastructure grant funding-to-loan ratio and cashflow requirements*
 - B. Develop a comprehensive 2018/19 FY Budget – Evaluate financial history and budgetary performance, opportunities for improved efficiencies and planning for the future, develop a budget that ensures financial stability **(Completed August 2018)**

- C. Complete a new water rate study- Lay the analytical groundwork for, and implement a study that includes district-wide future capital improvement needs
 - i. Requires completion of the system capital improvement plan and master plan*
 - ii. Hire consultant to complete the rate study and include projects and reserves identified in master plan, maintenance plan and CIP*
 - iii. Hire consultant to complete a capacity/connection fee study to determine and establish adequate fees to be charged to new development/construction*
- D. Develop a plan to assure the financial viability of the fire and parks departments (Discussed above under operations)
- 6) **Board Goal Related to District Administration** – Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services. (Draft goal for Board Consideration)
 - A. Develop management objectives (**completed April 2018**)
 - B. Develop Board Norms and Protocol (**completed/Adopted January 2019**)
 - C. Develop a Committee Workplan and policy (**Adopted plan to utilize advisory and standing committees as needed versus ongoing**)
 - D. Develop formal Board orientation plan/program (**Initial Program Developed, final completed June 30, 2019**)
 - E. Develop a Communications plan – internal and external (**Completed Adopted/October 2018**)
 - F. Develop a plan to conduct strategic planning
 - G. Identify all previously completed master plans and create a reference document
 - H. Establish a technology management strategy, policies, and procedures
 - i) Create board policy for technology replacement and upgrade*
 - ii) Create internal procedures and training to ensure policy compliance, technology and data safety and security*
 - iii) Implement a financial reserve, replacement and upgrade program*
 - I. Create a New Customer Information packet (**In progress**)
 - J. Create a Records Management System (**December 31, 2019, full implementation may take two years or more**)
 - i) Conduct a records inventory per Secretary of State guidelines*
 - ii) Establish appropriate records categories*
 - iii) Purge records pursuant to Records Management Policy*

- iv) Replicate records categories in electronic files*
- v) Scan documents that have ongoing relevance prior to destruction of paper records*
- vi) Implement a system of scanning and archiving new records*



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6D: Consideration of Options for Live Video Streaming and Video Archive of District Board Meetings

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Authorize Staff to Evaluate the Options and Cost for Streaming Video of the District Board Meetings and Prepare a Proposal for Board Consideration During the Regular Meeting of April 9, 2019.

BACKGROUND

This agenda item supports the following Board and Management Objective:

Support Customer Relations and Outreach – 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.

GCSB, as with most small local governments, have an overall lack of public understanding of the District services and the challenges and opportunities we face every day. The public rarely attends Board meetings and those who do typically represent a small interest segment in the community; and tend to regularly articulate their views to the Board in this public setting. Meetings are in fact the only time the Board can all sit together and hear from the public, so it can be difficult to truly understand the needs and interests of the community by hearing only from a small group of vocal individuals.

The Board's challenge is to inform and receive feedback from those who do not attend the Board meetings. We are in the process of establishing forums to engage the public and receive input regarding the future of fire and park services; and in doing so expect to hear a wide variety of community interests, needs and concerns. Engaging the public on general District matters can be much more difficult, but the first step in the process is to inform them of what we do and why, and to convey opportunities for providing input into District processes. Broadcasting the good work done in Board meetings is one means of informing those who are likely to become involved in District business.

Several members of the Board and public have asked if the District could broadcast its meetings in some manner to allow a broader audience to access Board meetings. Staff has performed some initial research into means for broadcasting meetings, other than simply posting the meeting agendas and audio recordings online. The following list is

not all-inclusive, but represents the top three methods used by a number of progressive California public agencies. Please note that implementing an additional broadcast form requires staff planning time, capital investment, maintenance time and effort, training, etc., all of which increase administrative costs.

Facebook Live – This free forum allows for live webcasting of all Board and related meetings. Viewers need to have a Facebook account to view the meetings. At the meeting site, a solid wifi or cellular hotspot signal is required and a camera and microphone to capture the action. The meeting videos are archived for future viewing. There is no direct integration with the meeting agenda or supporting materials, or the District website.

YouTube - This free forum allows for streaming of recorded video and audio of all Board and related meetings. Viewers do not need any type of account to view the recorded meetings. At the meeting site, a camera and microphone to capture the action is required. The videos are uploaded to the platform after the meeting, and are archived for future viewing. There is no direct integration with the meeting agenda or supporting materials, or the District website.

Granicus – This platform is fully integrated with the District meeting agenda, agenda materials, meeting minutes and website. This service offers live web streaming of meetings and video archive; with agenda items and their video segments searchable using keywords. In other words, viewers can go to the Board meeting page, search “Project” and receive links to all meetings where the word project is contained in the agenda item or supporting materials. As with all searches, the keywords “Downtown Groveland Water Project” will return a much more refined list of agenda items. The viewer clicks on the agenda item link, and the meeting video plays at the exact time the particular agenda item was heard, and the agenda supporting materials are also linked and in view.

At the meeting site, a solid wifi or wired internet connection is required, as well as a camera and microphone to capture the action. Both Tuolumne Utilities District and Tuolumne County subscribe to this program. As an example of this service, visit the TUD website, Board meeting agendas, minutes and videos page: <https://tudwater.com/board-of-directors/meeting-agenda-minutes-video/> . In the keyword search box, type “Eagle Ridge” or “development” and you will find the agenda item related to TUD’s consideration of an agreement for service to the new [Eagle Ridge development project](#).

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time



BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6E: Adoption of a Resolution Approving an Amendment to the District Miscellaneous Fee Schedule to Remove and Adjust Fees Associated with Discontinuation of Water Service due to Non-Payment

RECOMMENDED ACTION

Staff recommends the following action:

1. *Adopt Resolution 2019-8 Approving an Amendment to the District Miscellaneous Fee Schedule to Remove and Adjust Fees Associated with Discontinuation of Water Service due to Non-Payment*

BACKGROUND

At the November 13, 2018 regular meeting, the Board adopted Resolution 39-18 approving a schedule of miscellaneous fees for services that are discretionary in nature for fiscal year 2018-2019. After the Board approved the fee schedule, it was forwarded to legal counsel for review and was received back in mid-December with no legality concerns.

Shortly after, staff was made aware of the passing of SB 998 that becomes effective February next year regarding laws the District must follow with regard to discontinuing water service for low-income customers. A brief overview of this upcoming law was discussed under the Administrative Services Manager's report at the February 12th meeting. The fee schedule that was approved in November would be in violation of the law as it pertains to low-income customers as the maximum charge allowed to be levied under the law for reconnection is \$50. The current fee schedule includes a \$60 disconnection fee, in addition to a \$35 reconnection fee.

Staff considered keeping the separate higher fee for non-low income customers, but realized that doing so would increase administrative staff's workload as they would have to then implement the low-income document verification process via the law, and it would ultimately be cost prohibitive. Setting the reconnection fee at \$50 for all eliminates the tedious and burdensome low-income verification process.

Staff also finds it in the District's best interest to make the amendments now, rather than keep what was approved in place, only to have to revise the fees again in the very near future.

ATTACHMENTS:

1. Resolution 2019-8
2. Redlined Miscellaneous Fee Schedule

RESOLUTION 2019-8

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN AMENDMENT TO THE DISTRICT MISCELLANEOUS FEE SCHEDULE TO REMOVE AND ADJUST FEES ASSOCIATED WITH DISCONTINUATION OF WATER SERVICE DUE TO NON-PAYMENT

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, Government Code § 61115(a)(1) provides in relevant part: (a) The board of directors may, by resolution or ordinance, do the following:

(1) Establish rates or other charges for services and facilities that the district provides; and

WHEREAS, the District finds it is necessary to establish such fees and charges that reasonably assure recovery of the full direct and indirect costs of the time and materials expended to provide the service for which the fee is charged; and

WHEREAS, it should be understood that these fees and charges are intended to offset the cost of providing the requested discretionary services, and in many cases do not cover full costs involved, and is not a source of general revenue for the District; and

WHEREAS, the Board of Directors approved a Fiscal Year 2018-2019 Miscellaneous Fee Schedule on November 13th; and

WHEREAS, the District was made aware of the passing of SB 998 since then, which sets law regarding the District's responsibilities and limitations with regard to discontinuing water service for low-income customers; and

WHEREAS, the District's recently adopted miscellaneous fee schedule will be in violation of the law beginning February 2020.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve an amendment to the District's Miscellaneous Fee Schedule ensuring compliance with the new upcoming law.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on March 12, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on March 12, 2019.

DATED: _____

GROVELAND COMMUNITY SERVICES DISTRICT

Fee Schedule for Fiscal Year 2018-2019

WATER AND SEWER MONTHLY CHARGES

Water Monthly Fixed Rate Service Charges		
Meter Size	EMU Ratio	Monthly Charge
5/8-3/4-inch	1.0	\$37.36
1.0 inch	1.6	\$59.79
1.5 inch	2.6	\$97.15
2.0 inch	3.5	\$130.77
3.0 inch	5.5	\$205.50
4.0 inch	7.8	\$291.44

Water Usage Variable Rate Charges		
Gallons Used per Month	Usage Charge per Gallon	Usage Rate Category
0 to 3300	.00721	Baseline Usage Rate
>3300	.01427	Peak Demand Usage Rate

Sewer Monthly Fixed Rate Service Charges	
Residential	Commercial
\$62.13	\$62.13

Sewer Usage Variable Rate Charges per Gallon	
Residential	Commercial
.00817	.01312

ADMINISTRATIVE SERVICE FEES

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

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

COLLECTIONS PROCESSING FEES

Payment Returns/Chargebacks	Charged to account for each returned payment from the bank reasons such as process errors, invalid account number, closed account, fraudulent transactions, or non-sufficient funds (NSF).	\$35
Shut Off/Disconnection Fee (non-payment)	Charged to account for processing each service connection shut off.	\$60
Reconnection Fee during normal business hours	Charged to account for processing each service connection reconnection after shut off.	\$35 \$50
Reconnection Fee After Normal Business Hours	Charged to account for processing each after hour service connection reconnection after shut off.	\$150
Cut Lock/Removal Fee	Charged to account for each cut lock/removal	\$75
Denial Access Fee	Charged to account when access is intentionally denied to perform proper operation and maintenance to system, to enforce disconnection of service for non-payment and for the protection of public health. This includes locked gates, placement of vicious animals, placement of objects obstructing access, etc.	\$200

Placement of Lien Fee	Charged to account for processing each Notice of Lien on service connection property for non-payment	\$65
Satisfaction of Lien Fee	Charged to account for processing each Satisfaction of Lien on service connection property	\$65
Past Due Phone Call Reminder Fee	Charged to accounts that are due to be locked off for non-payment that receive District Phone Call reminder	\$5
Late Payment Interest Penalty Fee	Charged on past due account balances not paid by due date	10%
Continued Interest on Past Due Balances	Charged on account balances over two billing cycles past due	.5%

FIELD SERVICE WORK BY DISTRICT STAFF

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

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

DISTRICT EQUIPMENT RATES

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

FIRE HYDRANT TEMPORARY USE

Non-Refundable Service Charge for Flow Meter	\$100
Daily Hydrant Use Charge	\$5
Rental Deposit	Current Meter Replacement Cost
Charge per Gallon	.01427

UNAUTHORIZED USE OF DISTRICT FIRE HYDRANTS

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

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

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

NEW METER CHARGES AND WATER SYSTEM PARTICIPATION FEES

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

SEWER SERVICE PARTICIPATION FEES

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

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

District Engineer Fee (Applicant/Customer requests requiring engineering review; contract hourly rate +15%)	\$143.75/hr
Easement Abandonment Requests (site inspection, records research, documentation)	\$240 + District Engineer Fees

PARK FEES

PARK DAY USE FEES	
0-100 People	\$35/day
101-300 People	\$50/day
301-500 People	\$150/day
500 or more "Large Event Fee"	\$500/day
JANITORIAL SERVICES	
0-100 Janitorial Services (minimum two (2) hours)	\$30/hr
101-300 Janitorial Services (minimum three (3) hours)	\$60
301-500 Janitorial Services (minimum four (4) hours)	\$90
500 or more "Large Event" (Required)	\$120
DISTRICT PROPERTY USE FEES	
District Chairs	\$200
District Tables	\$35/day
P.A. System	\$35/day
Concession Stand	\$45/day
Lost Key Fee	\$50/day
Damaged Chair Fee	\$25
Damaged Table Fee	\$25/chair
DOG PARK USE FEES	
1-2 Dogs	\$50/table
3 or more	\$25/calendar year
	\$35/calendar year

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6F: Adoption of a Resolution Approving a Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

RECOMMENDED ACTION

Staff recommends the following action:

- 1. Adopt Resolution 2019-10 Adopting District Credit Card Use Policy for General Purchasing*

BACKGROUND

The District currently uses credit cards for intermittent purchases and for travel expenses. The use of credit cards are an efficient means of making and documenting purchases, and to streamline payment of bills. So long as credit cards are paid off each month, we typically do not incur finance charges for their use.

The District currently does not have specific policy guidance in place regarding the use of District credit cards. The District does currently have a Board approved purchasing policy and credit card use procedures that have been established by management. The use of credit cards itself is not considered a risk from an audit perspective, so long as specific procedures are in place and enforced governing their use in accordance with laws and the policy of the District.

The purpose of this proposed policy is to clarify the Boards expectations with regard to use of District credit cards. This policy prescribes specific procedures for credit card use, issuance and replacement if lost, documentation of purchases, accounting and administrative responsibilities.

ATTACHMENTS:

1. Resolution 2019-10

RESOLUTION NUMBER 2019-10

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT
ADOPTING DISTRICT CREDIT CARD USE POLICY FOR GENERAL
PURCAHSING**

WHEREAS, the Groveland Community Services District deems it to be in the public interest to set forth rules governing the use of District credit cards by employees and to implement internal controls to protect against intentional or inadvertent misuse of such credit cards;

NOW, THEREFORE, BE IT RESOLVED that GROVELAND COMMUNITY SERVICES DISTRICT hereby approves and adopts the District Credit Card Use Policy contained herein effective immediately; and

BE IT FURTHER RESOLVED, that the District Credit Card Use Policy adopted herein shall govern the issuance, renewal, cancellation, monitoring, audit and approval of purchases, safeguarding, and use of District credit cards.

GROVELAND COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Credit Card Use**
POLICY NUMBER:
ADOPTED:
AMENDED:

3145. Purpose

The purpose of this policy is to establish the policies and procedures for the issuance and usage of District Credit Cards.

3145.1. Policy/Procedure

3145.1.1. Purpose of District Credit Cards

District credit cards will be issued for the sole purpose of conducting the official business of the District. Credit cards will be provided to select employees for the purpose of making purchases, securing reservations, paying travel expenses, placing orders, and doing District business in the most efficient manner. The District credit card is intended to replace the use of petty cash and open purchase orders.

3145.1.2. Issuance of District Credit Cards

When a District credit card is issued, the employee receiving it must sign a form acknowledging his/her understanding of the policies and procedures for the use of the District credit card and acknowledging the receipt of the credit card.

3145.1.3. Restricted Use of the Credit Card

The following restrictions are placed on all District credit cards:

3145.1.3.1. Credit cards are issued to District employees for the sole purpose of conducting official business of the District. Improper use of a District credit card will be treated as misuse of public funds and will subject the Cardholder to disciplinary action.

3145.1.3.2. The District credit card is for the cardholder's use only.

3145.1.3.3. Cardholders must ensure that budgeted funds are available prior to making purchases. The General Manager or Accountant can assist the cardholder with any needed budget information.

3145.1.3.4. The District credit card shall not be used for any of the following:

- Cash advances, wire transfers, money orders, etc.
- Betting, casino gaming, or related activities.
- Political or religious organizations.

- Personal court costs, fines, bail or bonds.
- Purchases of items for which the District has purchase discount agreements, unless for an emergency situation.
- Any personal items and personal services.
- Purchases such as meals for Non-District persons
- The purchase of alcohol or any other unauthorized item or service

3145.2. Safekeeping of the Credit Card

The Cardholder is responsible for the security of the District credit card. If the District credit card is used infrequently, the Accountant will store the credit card while it is not in use, and maintain a sign in/out sheet for stored credit cards.

3145.3. Credit Card Purchase Procedures

Cardholders will complete the following steps with each purchase:

- 3145.3.1.** Require the vendor to provide a receipt of the purchase.
- 3145.3.2.** Submit all receipts, printed, to the Accountant on a monthly basis in conjunction with the credit card billing cycle.

3145.4. Payment of Credit Card Account

The District's Accountant shall complete the following steps upon receipt of the credit card statement:

- 3145.4.1.** Balance all receipts to the statement, which will show all transactions made during the billing cycle. All items must be accounted for on the statement with a supporting sales draft, receipt/invoice, log entry, or order form.
- 3145.4.2.** Indicate the account number to be charged for each item by writing it on the statement, or statement recap.
- 3145.4.3.** As quickly as possible following receipt of the monthly statement, the statement will be verified, reconciled and prepared for payment. The payment will be mailed in a timely manner to avoid finance charges.

3145.5. Lost or Stolen Credit Card

Should a cardholder lose or have his/her District credit card stolen, it is his/her responsibility to contact the bank immediately, and notify the General Manager or Accountant as well. The Accountant will record the following: cardholder's complete name; District credit card number; date reported to police, if stolen; date the bank was notified, and; any purchase(s) made on the day the card was lost or stolen. A new District credit card will be provided to the cardholder as soon as possible from the time the loss or theft is reported to the bank

3145.6. Return of the Credit Card

The Accountant is responsible for retrieving the credit card when an employee separates from the District. Use of the credit card for any purpose after its surrender is prohibited.

3145.7. Responsibility Assignments

Purchase supplies and services on behalf of the District in accordance with these guidelines

Notify both the bank and the Accountant if the card is lost or stolen

Cardholders:

Return card to the Accountant if it is not to be used for an extended period

Provide order confirmation and verification of order receipt as quickly as possible, along with phone order log

Review of the monthly credit card charge summary provided by the bank

Accountant:

Ensure each transaction is fully documented, and ensure that the correct budget account is charged for each purchase

Prompt payment of the monthly credit card statement

Ensure that the credit card is surrendered upon separation from the District

General Manager

Review credit card program administration for compliance with this policy

Exhibit A

Groveland Community Services District

*Acknowledgment of Receipt of Credit
Card and Cardholder Agreement*

1. I acknowledge that I have received a Credit Card issued through Groveland Community Services District to be used for purposes of conducting District business. I also acknowledge that I have received the District's Credit Card Policy providing guidelines for the use of this card. I agree to read the policy and abide by its procedures.
2. I understand that this card is issued as a convenience to the District and may be cancelled by the District at any time for any reason. I will not permit another person to use the Credit Card issued to me. I further understand that misuse of the card may result in discipline, up to and including termination and legal action.
3. I will be responsible for the security of the card. If lost or stolen, I will immediately notify the District's General Manager and the issuing bank.

I HAVE READ, UNDERSTAND AND AGREE TO THE CONDITIONS ABOVE:

Name of Cardholder

Signature

Date

CARD RECEIPT:

Card Account Number: _____

Date Issued to Card Holder: _____

CARD RETURN:

I hereby surrender the credit card issued to me by the Groveland Community Services District. I declare that all outstanding charges on the credit card are for official District business and will be paid through established procedures.

Card Holder Name: _____

Signature: _____

Date Returned: _____

This Resolution shall take effect upon its adoption.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 12th day of March, 2019, and was passed by the following vote:

AYES:

NOES:

ABSTENTIONS:

Janice Kwiatkowski, President

ATTEST: _____
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on March 12, 2019.

DATED: _____

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: March 12, 2019

SUBJECT: Agenda Item 6G: Consideration of Establishing Restrictions on the District's Abandonment of Interest in Public Utility Easements Existing on Properties Throughout the District

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Direct Staff to Require Review and Approval of all Public Utility Easement Abandonment Requests by the District Engineer Prior to Releasing District Interest in Said Easement, and to Propose Language Modifying the District Easement Policies Accordingly.

BACKGROUND

This agenda item is being presented to the Board due to the high level of risk currently being encountered through the frequent release of District interest in Public Utility Easements (PUE). The PUEs are created ten foot in width along most property lines in areas such as PML, and are intended for the purpose of future installation of or access to public utilities, such as water and sewer infrastructure. The building of permanent and permitted structures is prohibited in the PUE.

It is common practice in PML for property owners to purchase adjacent parcels, and request to the county the merging of the two properties into one legal parcel. This action is done by the property owner to create buffer space, and to save on property taxes, bonds, PML assessments and other related property fees.

GCSO has used and potentially will use more frequently in the future the PUE for the purpose of construction of new sewer and water utilities, and access for construction of replacement infrastructure, repairs or maintenance. In several locations within PML, the only access to our utilities may be over PUEs. Unfortunately our existing policy allows for the abandonment of easements, but does not provide guidance regarding when the District should, or should not abandon our interest in the PUE.

Historically a survey firm submits an abandonment request on behalf of the property owner, and the GCSO operations and management staff will review the associated maps and/or inspect the site to determine if the PUE may be needed in the future. With the current state of our maps and technology, and lacking necessary integrated graphical mapping of the easements and our utilities, we cannot assure the Board that any PUE

being abandoned will not be needed in the future. The process of securing easements in the future where they have been abandoned is very expensive to the customers of the District. There is no benefit to the District for abandonment of PUE.

It is therefore recommended that we submit all abandonment requests to the District Engineer for review and recommendation; where they can use the GIS and CAD tools available to them to make recommendations to the District. The cost of this review will be paid by the requesting property owner. Also, staff further recommends that our easement policy, attached for your review, be amended to further define when deeded or PUE easements may be abandoned.

ATTACHMENTS:

GCSD Current Easement Policy

FINANCIAL IMPACT:

None at this time

502.2 Procedure for Easement or Easement Abandonment Requested by Property Owner

A. The requesting property owner must submit a written request to the District which includes a legal description of the proposed easement or easement abandonment by metes and bounds as well as a legal description of the Tuolumne County Assessor's Parcel Number upon which the proposed easement is located, prepared by an engineer duly licensed to prepare such a legal description or a licensed surveyor.

B. The legal descriptions of both the easement and the parcel of property upon which the easement is located will be checked for accuracy by District staff.

C. The owner of the property must submit said legal description of the proposed easement and the parcel upon which the easement is to be located or abandoned, together with the plat map demonstrating the location of the easement upon the parcel to a title company of the requester's choice and must order a current preliminary title report regarding the parcel of real property upon which the easement is to be located. The requesting party shall arrange for the title company to forward a copy of the preliminary title report to the District for review.

The District Engineer shall review the preliminary title report and shall advise the requester of any liens or other encumbrances on the parcel reflected in the preliminary title report. All such liens and encumbrances must either be subordinated to the priority of the proposed easement to be granted to the District, or be determined by the District not to conflict with its easement rights.

D. Easements granted to the District by a third party property owner for public utility purposes must be memorialized on the District's standard Easement Agreement—Public Utility Easement (Appendix 500-A) and executed by the person or persons holding fee simple title to the parcel of real property upon which the easement is located. The Easement Agreement conveying the easement from the property owner to the District together with all subordination agreements must be executed before a notary public and shall contain an acknowledgement of the notary public. In cases in which corporations are executing the Easement Agreement as the property owner, the corporate seal must be affixed to the Easement Agreement.

E. Easements requested by third parties over District property for utility and other purposes must be approved by the Board of Directors and memorialized on the District's standard Easement Agreement (Appendix 500-C) and executed by the General Manager as the authorized representative of the District.

F. Upon adoption of this policy, the Board of Directors authorizes the General Manager to execute on behalf of the District Easement Agreement—Public Utility Easement by such private property owners offering the District easement rights across their private property for public utility purposes without prior approval of each such easement transaction by the Board of Directors. However, at the next regular Board meeting after any such Easement Agreement—Public Utility Easement executed by the General Manager on behalf of the District, such easement documents shall be submitted to the Board of Directors for ratification on that meeting's agenda consent calendar.

Upon adoption of this policy, the Board of Directors authorizes the General Manager to execute on behalf of the District Easement Agreements by which the District grants easement rights across District property to third parties for public utility and other purposes approved by the Board of Directors (Appendix 500-C).

G. Following ratification by the Board of Directors, District staff shall submit all Easement Agreements—Public Utility Easement and other Easement Agreements, together with the legal description and plat map of the proposed easement, for recordation to the Tuolumne County Recorders Office. Such recordation of Easement Agreements—Public Utility Easement is dependent upon the property owner providing for the issuance of a policy of title insurance naming the District as insured insuring its easement rights in the property in a face amount to be determined by the District. The private property owner granting the easement site to the District will be responsible for all title fees and recording fees.