



AGENDA
July 9, 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
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
- v. Park Improvement 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 June 11, 2019 Regular Meeting
- B. Approve Minutes from June 19, 2019 Special Meeting
- C. Accept June Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title

5. Old Business

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

- A. None.

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. Approve Application to the California Fire Foundation / Pacific Gas & Electric 2019 Wildfire Outreach Grant to Allow for the Hiring of Temporary Part-Time Defensible Space Inspectors
 - B. Presentation by Staff Regarding District Preparedness and Related Issues Regarding PG&E's Public Safety Power Shutdown (PSPS)
 - C. Approval of the District's Response Letter to the Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project; Tuolumne County Community Resources Agency, CEQA Lead Agency
 - D. Adoption of a Resolution Approving Agreement with Wood Rodgers Consulting Engineers for Preparation of the Integrated Water and Wastewater Master Plan, and Authorizing the General Manager to Negotiate and Sign a Consulting Services Agreement.
 - E. Status Update and Receive Direction on a Modified Employee Work Schedule to Include a Potential Nine-Eighty or Four-Ten Workdays, Related Changes to Office and Field Staffing Hours, and Management Authorization to Approve Modified and Flexible Work Days and Work Hours
 - F. Submit a Vote for up to Three (3) Candidates to be Elected to the SDRMA Board of Directors
 - G. Review of a Draft Resolution Seeking Special Districts on Tuolumne County Local Agency Formation Commission (LAFCO), and Related Actions
 - H. Establish a Special Meeting Date, Time and Authorize Expenditures for a Public Park Improvement Input Event to be Coordinated by the Groveland Regional Area Community Enhancement (GRACE) Committee at Mary Laveroni Park
7. Closed Session (Public may comment on closed session item prior to Board convening into closed session)
- A. Public Employee Performance Evaluation
Pursuant to Govt. Code Sec. 54957
Title: General Manager
8. Announcement of Reportable Action taken in Closed Session
9. **Adjournment**

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
July 9, 2019

To: Board of Directors

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

Subject: Monthly Activity Report – June 3, 2019 to June 30, 2019

Operations:

Emergency Incident Response:

On June 6, 2019, CAL FIRE and Groveland fire units responded to a vegetation fire at 20831 Greg Ct. Upon arriving at scene, there was a 50' x 50' spot of vegetation burning at a slow rate of spread. Fire crews aggressively attacked the fire preventing any additional spread. The cause of the fire was determined to be an escaped burn pile.

On June 13, 2019, CAL FIRE and Groveland fire units responded to a mulch fire at 19780 Old Highway 120. Upon arrival, there was a 20' 20' pile of mulch smoldering in a planter in front of the church. Fire crews were able to control the fire immediately. The cause of the fire was determined to be from an improperly discarded cigarette.

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	In Service
Utility 786	2008 Chevrolet 2500	In Service

Training:

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

- Fire Captain Siville attended the FI-210 Wildland Fire Origin and Cause and Determination in Merced.
- Engineer Johnston and Engineer Donabedian assisted in instructing the TCU Firefighter Rehire Academy
- Area Orientation
- Self Contained Breathing Apparatus
- Structure Fire Operations
- Wildland Fire Operations
- Hydrant and Pump Operations



MONTH - JUNE 2019

GROVELAND FFS



Alarm Sounding	0
Odor Investigation	0
Debris Fire	1
Medical Aid	23
Fire Menace Standby	0
Fire Other	1
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	2
Smoke Check	1
Structure Fire	3
Commercial Structure Fire	1
Vegetation Fire	12
Vehicle Accident	0
Vehicle Accident/Pin in	0
Vehicle Fire	2
TOTAL	47

Auto Aid	Given
MMU	4

Last Call Logged Run # CA TCU 007672

MONTH - JUNE 2019

STATION 78

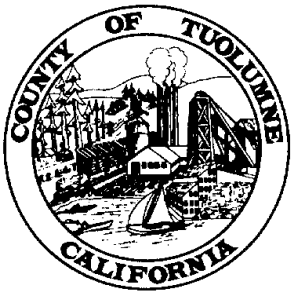


Alarm Sounding	0
Odor Investigation	0
Debris Fire	0
Medical Aid	42
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	4
Smoke Check	1
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	0
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	50

(49 calls in GCSD district, 1 call in Tuolumne County)

Auto Aid	Given
Tuolumne County	1

Last Call Logged Run # TCU 007641



Office of Emergency Services County of Tuolumne

Karl Rodefer, Director
Tracie M. Riggs, Assistant Director
Liz Peterson, Coordinator

Tuolumne County Administration Center
2 South Green Street
Sonora, CA 95370
Phone (209) 533-5511
Fax (209) 533-5510

Fire Safety and Community Resilience Task Force Goals

Children in Schools

1. Expand defensible space around every school to 500 feet
 - a. Prioritize work by highest risk schools
2. Develop CERT programs at Sonora and Summerville High Schools

No Individualized Community Plans

1. 20 Firewise sites by March 2021

Narrow Road Easements with Mostly Prescriptive Right of Ways

1. Clear vegetation along 200 miles of County roads by March 2022
2. Consider local vegetation management ordinance that requires property owners clear vegetation up to ?? feet back from road

Limited Ingress/Egress Options

1. Identify all communities with only one primary ingress/egress route
 - a. Prioritize those communities by greatest fire risk
2. Identify all communities with Federally-maintained non-primary ingress/egress routes
 - a. Coordinate with Homeowners Associations for ongoing maintenance (send letters)

Heavy Fuels

1. Develop a local vegetation management ordinance for vacant lots with no residence
2. Create a green waste removal/pick up program for public use
3. Pursue additional funding for defensible space work for seniors and individuals with access and functional needs

Inadequate Water Infrastructure for Fire Flow

1. Test all fire hydrants annually
2. Map all water infrastructure, including ditches, hydrants and treatment plants
3. Increase direct diversion for Small Domestic Use and Livestock Stockpounds from 10 acre-feet per year to ?? for the purpose of Fire Protection



Operations Report

Month of Review: June 2019

Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Rachel Pearlman, Administrative Services Technician
- C&D Staff
- Maintenance Staff

Wastewater Treatment Plant Flows

Influent Totals From Plant: June 2019

Total	4.54MG
High	.19MG
Low	.11MG
Average	.15MG

Effluent Totals From Plant: June 2019

Total	4.84MG
High	.19MG
Low	.10MG
Average	.16MG

Rainfall Totals at the Sewer Treatment Plant Month of June

Year	Total Rainfall-inches
2019	0.04 (.04 High)
2018	0.00 – (0.00 High)
2017	0.14 – (0.09 High)
2016	0.00 – (0.00 High)
2015	0.00 – (0.00 High)
Current Season Total	56.44

Wasting Totals

Total Inches	396
Total Pounds	6853

Reclamation Totals: Off for the Season

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Active Sewer Accounts: 1544

Activities at the Wastewater Treatment Plant

- Took weekly Bac Ts and BOD of the CCC and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State
- Repaired/replaced floats on the Final Effluent CC at the STP
- Cleaned up debris from LS 5, 6, 7 & 8 cleaning(loaded in disposal container)
- Repaired leak around the Headworks inlet and built/replaced wood vault covers

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District
- Hydro flushed multiple gravity lines throughout the District
- Completed odor and grease control at Lift Station 6 & 7 and other stations as needed
- Picked up all wall blocks from Ls 7 and brought back to yard. Dryco will be constructing headwall around the culvert for PML
- Completed gravity manhole inspection for Lift station 7
- Total of 77 manholes were inspected during June
- Weedeated around Lift Station 5, 6, 7, 8, 9 and 10

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
- Took weekly plant samples and sent into Aqua Lab
- Brought Big Creek water treatment plant back on line after Turbine was reinstalled

Distribution Department

- Took distribution samples and sent into Aqua Lab
- Monitored Distribution Tank weekly(dosed Tank 2,3,4 & 5)
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4(Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet)
- Weedeated around Hydrants in unit 3, 11, 12, Town, BOF, old 120 and Whites Gulch
- Flushed water in the Tank 2 and 5 service area
- Completed Directional Flushing for unit 15 service area
- Cleaned around Butler Way bypass pump station

Meter Related Services	Total
Check/repair meter	3
Install water meter	1
Monthly lock offs	12
Meter change outs	1
Read tenant out	3
Re-Read	32
Turn off meter	6
Turn on meter	12
Test meter	0
Total Distribution Issues	70

Active Water Accounts:3245

Billed Consumption	Gallons
Residential	8003720
Commercial	666789

Construction and Maintenance

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

Maintenance

- General yard maintenance around the District maint. yard (mow, weed eat, debris removal, limb trees ETC)
- Made dump run to Groveland Transfer Station
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Complete general ground maintenance at the Park (mow, weed eat, debris removal, limb trees ETC)
- Fabricated/built a spreader box for the sludge drying process
- Repaired locks on Truck 7 boxes
- Fueled generators at Ls 3, 6, 10 and Tank 4
- Repaired/replaced tires on the golf cart
- Repaired exhaust manifold on Truck 17
- Ran new copper line for Maintenance shop swamp coolers
- Fabricated/installed new shelving unit on the District traffic control trailer
- Completed general service on the lawnmower and installed new blades
- Installed new air shutoff valve for the Old Vac-truck
- Completed dust control on District roads
- Worked with Industrial Electric trying to diagnose problem with Tank 2 and Highlands Generator
- Repaired the knife switch for the sludge compacting unit at the STP
- Took Truck 7 to Sonora Ford for computer errors
- Reinstalled the fence around Big Turbine Building
- Greased Big Creek Booster pumps and Motors

Water Projects

- Worked with KCCO Crane Co reinstalling the dog house to Big Creek Turbine
- Assisted Don Pedro Pump with the installation of Big Creek Turbine

Sewer Projects

- Worked with Pacific Pipeline completing CCTV and Jetting of Lift Station 15 gravity lines total of 14503.70 Ft of gravity line was cleaned and inspected.
- Flume Project will start July 1,2019
- Valve vault project will start after the Fourth of July holiday

Park Projects

After Hour Calls

Staff had 17 after hour calls: 15 water and 2 sewer, all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- 6-4-2018 CPR first aid training
- 6-6-2019 CPR first aid training
- 6-11-2019 Frost fit testing
- 6-12-2019 Pump station emergency response webinar
- 6-18-2019 Power tool safety with Quiz
- 6-27-2019 Hazard awareness/ reporting

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
June 11, 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

None.

Information Items

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

A. Staff Reports

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

Consent Calendar

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

- A. Approve Minutes from the May 14, 2019 Regular Meeting
- B. Approve Minutes from May 30, 2019 Special Meeting
- C. Accept May Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

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

Old Business

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

A. None.

Discussion and Action Items

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

A. Adoption of a Resolution Approving the CEQA Mitigated Negative Declaration for the Downtown Groveland-BOF Sewer Project

Motion

Director Kwiatkowski moved, seconded by Director Armstrong, and the motion passed unanimously to adopt of Resolution Approving the CEQA Mitigated Negative Declaration for the Downtown Groveland-BOF Sewer Project.

B. Review of the Draft 2019/2020 Fiscal Year Budget and Direction for the Preparation of the Final Budget to be Considered by the Board for Adoption on June 19, 2019

Staff was directed to include the Operations Supervisor position, revise the organizational chart, and to implement salary increase options for Board review and action on the June 19, 2019 agenda.

C. Review of the 2018/19 Report Issued by the Tuolumne County Grand Jury and Discussion of Initial Draft Responses

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed unanimously to direct the General Manager and the Board President to finalize and submit the District's response to the Grand Jury report.

The Board convened into closed session at 1:25pm.

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

- A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager and Administrative Services Manager
Employee Organization: Operating Engineers, Local 3
- B. Public Employee Performance Evaluation Pursuant to Govt. Code Sec. 54957
Title: General Manager

The Board reconvened into open session at 2:26pm.

Director Kwiatkowski announced that there was no reportable action out of closed session.

Adjournment

The meeting was adjourned at 2:26pm.

ATTEST:

Jennifer Flores, Board Secretary

APPROVED:

Janice Kwiatkowski, President

DRAFT

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
June 19, 2019
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special 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, Chief Plant Operator Greg Dunn, and General Manager Pete Kampa.

Call to Order

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

Approve Order of Agenda

Motion

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

Public Comment

None.

The Board convened into closed session at 10:03am.

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

- A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
Agency Designated Representatives: General Manager and Administrative Services Manager
Employee Organization: Operating Engineers, Local 3

The Board reconvened into open session at 10:22am.

Director Kwiatkowski announced that a tentative agreement between Operating Engineers, Local 3 and the District has been reached and that consideration of the final MOU will be on the July regular meeting agenda.

Director Kwiatkowski opened the public hearing at 11:14am.

Public Hearing Regarding the 2019-2020 Final Budget

- A. Adoption of a Resolution Approving the 2019-2020 Final Budget including Appropriations Limit, Salary Schedule and Organizational Chart.

Director Kwiatkowski closed the public hearing 11:24am.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Resolution 29-19, a Resolution Adopting the District's Final 2019-2020 Fiscal Budget and Related Actions with the addition of the Organizational Chart as item four.

B. Review and Potential Update of the District's Investment Policy.

No updates were made to the policy.

Adjournment

The meeting was adjourned at 11:38am.

APPROVED:

ATTEST:

Janice Kwiatkowski, President

Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

**June, 2019
Fiscal Year 18/19
Board Approval _____**

Accounts Payable

Checks



User: dpercoco
 Printed: 7/3/2019 8:08:05 AM

Check N	Vendor N	Vendor Name	Check Da	Committ	Description	Amount
17964	UB*02467	Aguilar, Sarah	6/28/2019	True	Refund Check	\$18.87
17975	aqu5	Aqua Sierra Controls Inc.	6/28/2019	True	IT Services -40 hrs purchased	\$2,400.00
17976	UB*02468	Billups, Don & June	6/28/2019	True	Refund Check	\$57.65
17977	CAR06	Carbon Copy Inc.	6/28/2019	True	Monthly Copier Usage	\$53.64
17978	CON01	Condor Earth Technologies Inc.	6/28/2019	True	Compaction Testing for Fire House encroachment	\$1,359.75
17979	DEP09	Department of Forestry & Fire Protection	6/28/2019	True	CalFIRE 4th Quarter Schedule A Estimate for Apr.1-Jun 30, 2019	\$250,589.41
17980	UB*02469	Forney, Michael & Melissa	6/28/2019	True	Refund Check	\$147.64
17981	Kev01	Kevin's Crane Co.	6/28/2019	True	Reset Big Creek Turbine pump building	\$600.00
17982	Moo06	Moore Ranch Trucking	6/28/2019	True	One load base rock for gravel bin	\$525.00
17983	Rus01	Rush Advertising Specialties	6/28/2019	True	Employee uniform Long/Short sleeve shirts	\$1,315.07
17984	son12	Sonora Ford	6/28/2019	True	Truck #7 ECM reprogram	\$140.00
17985	TIR01	The Tire Shop	6/28/2019	True	Mount tires on Truck #15 & Truck #19	\$185.00
17986	TUO04	Tuo. Co. Clerk & Auditor-Contr	6/28/2019	True	Remove 4 Liens from 2016 & 2017 Tax Roll- MS	\$100.00
17987	Tuo14	Tuolumne County Recorder	6/28/2019	True	4 ea. Satisfaction of Lien charges	\$44.00
17988	Ver02	Verizon Wireless 5298	6/28/2019	True	Monthly Cell Phone	\$303.46
17989	Wells	Wells Fargo Bank, N.A.	6/28/2019	True	Monthly Lease on Admin Copier	\$359.29
17943	AME03	American Red Cross	6/20/2019	True	First Aid. CPR/AED Certifications for 16 employees	\$2,340.00
17944	BLU02	Anthem Blue Cross	6/20/2019	True	Insurance D. Beaudreau	\$921.66
17945	AQU01	Aqua Labs	6/20/2019	True	060 Sewer Tests	\$3,085.00
17946	aqu5	Aqua Sierra Controls Inc.	6/20/2019	True	Tank #5 troubleshootingm 2G radio down, 2 plants not offline	\$4,020.45
17947	ATT02	AT&T	6/20/2019	True	Monthly Cal Net phone service	\$482.04
17948	CAR06	Carbon Copy Inc.	6/20/2019	True	1 ea. Yellow, 1 ea. Magenta toners for Kyocera Copier	\$324.53
17949	Dept Wtr	Department Of Water Resources	6/20/2019	True	Interest on Contract No. D157929	\$141.81
17950	UB*02464	Dobransky, Megan	6/20/2019	True	Refund Check	\$70.40
17951	UB*02459	Engel, Richard & Teresa	6/20/2019	True	Refund Check	\$9.45
17952	UB*02463	Flisram, Norman & Frances	6/20/2019	True	Refund Check	\$111.61
17953	FOO01	Foothill-Sierra Pest Control	6/20/2019	True	Pest Control	\$247.00
17954	UB*02456	GOODRICH, ARTHUR	6/20/2019	True	Refund Check	\$119.64
17955	UB*02465	Jacobson, Margaret	6/20/2019	True	Refund Check	\$182.54
17956	UB*02460	Magnusson, Freya	6/20/2019	True	Refund Check	\$68.30
17957	UB*02455	Moore, Patrick	6/20/2019	True	Refund Check	\$1,767.41
17958	UB*02461	Moore, Steve	6/20/2019	True	Refund Check	\$6.14
17959	neu01	Neumiller & Beardslee	6/20/2019	True	Legal Services	\$805.00

Check N	Vendor N	Vendor Name	Check Da	Committ	Description	Amount
17960	OCT01	OCT Water Quality Academy	6/20/2019	True	Anthony Trujillo, GR 1-2, Water Treatment Exam review	\$190.00
17961	UB*02454	Polishchuk, Margarita	6/20/2019	True	Refund Check	\$87.79
17962	R&B	R & B Company	6/20/2019	True	2 ea. 8" Megaflange adapters for STP headworks repair	\$364.65
17963	rabo01	Rabobank Visa Card	6/20/2019	True	May Credit Card Purchases	\$6,037.26
17965	Ric03	Richmond, Virginia	6/20/2019	True	Refund Banner Use Fees	\$100.00
17966	UB*02462	Ruggles, Ronald	6/20/2019	True	Refund Check	\$142.72
17967	Rus01	Rush Advertising Specialties	6/20/2019	True	33 ea. short sleeve shirts for uniforms	\$597.87
17968	Sta15	Staples Credit Plan	6/20/2019	True	May Office supplies	\$217.14
17969	UB*02466	Strong, Ralph & Cathy	6/20/2019	True	Refund Check	\$139.42
17970	SWR02	SWRCB	6/20/2019	True	Patrick Sommarstrom D2 Re-exam	\$205.00
17971	TLC01	TLC Tools, LLC	6/20/2019	True	Metric wrench set, standard gear wrench set for Truck #17	\$282.02
17972	Tra03	Tractor Supply Credit Plan	6/20/2019	True	Set of mower blades, 2 gal. hydrostatic fluid, 1 hydro filter	\$205.87
17973	UB*02457	Warner, Eric	6/20/2019	True	Refund Check	\$70.99
17974	UB*02458	Zagaris, Steven & Lena	6/20/2019	True	Refund Check	\$13.92
115720	OE3	Operating Engineers Local #3	6/20/2019	True	PR Batch 00002.06.2019 Oper Engin Union Dues	\$253.80
902001	DCSS	Dept of Child Support Services	6/20/2019	True	PR Batch 00002.06.2019 Wage Garnish Child Support	\$205.03
902002	EDD01	EDD - Electronic	6/20/2019	True	PR Batch 00002.06.2019 State Unemp Ins	\$1,712.96
902003	FedEFTPS	Federal EFTPS	6/20/2019	True	PR Batch 00002.06.2019 Federal Income Tax	\$10,035.30
902004	PER01	Pers - Electronic	6/20/2019	True	PR Batch 00002.06.2019 PERS Employer Expense	\$5,509.67
902005	TD 457	TD Ameritrade Trust Co.	6/20/2019	True	PR Batch 00002.06.2019 457 Deferred Compensation	\$1,060.00
17887	2Talk	2talk LLC	6/13/2019	True	Prepaid Long Distance Telephone	\$300.00
17888	Accela	Accela, Inc. #774375	6/13/2019	True	Monthly C/C Web Pmt Fees	\$1,061.05
17889	am01	AM Consulting Engineers, Inc.	6/13/2019	True	Engineering fees for Downtown/BOF Water Planning	\$5,330.00
17890	UB*02449	Boylan, Peter	6/13/2019	True	Refund Check	\$53.24
17891	Cal15	CalPERS, Fiscal Services Division	6/13/2019	True	2019/19 OPEB Contribution to CERBT	\$185,000.00
17892	Datapros	Dataprose Inc.	6/13/2019	True	Monthly UB Statement Processing	\$2,054.80
17893	Del02	Dell Business Credit-Payment	6/13/2019	True	Operations Computer/Display Port/Cable	\$1,199.15
17894	DIS01	Dish Network	6/13/2019	True	Satellite TV for FD	\$45.68
17895	UB*02453	Dumas Revocable Living Trust, James Brian & Pamela Lee	6/13/2019	True	Refund Check	\$112.05
17896	Fas02	Fastenal	6/13/2019	True	12 cans Marking paint - Blue	\$68.16
17897	FOO01	Foothill-Sierra Pest Control	6/13/2019	True	Spray weeds around Fire house	\$900.00
17898	UB*02452	Fossum, Marc	6/13/2019	True	Refund Check	\$71.59
17899	UB*02443	Fuentes, Miguel	6/13/2019	True	Refund Check	\$3.76
17900	UB*02444	Gagnon, M	6/13/2019	True	Refund Check	\$44.23
17901	GCS02	GCSO2	6/13/2019	True	GCSO2 Water Bill	\$2,687.87
17902	GEN01	General Plumbing Supply	6/13/2019	True	Repair STP air line	\$92.83
17903	gilb01	Gilbert Associates, Inc.	6/13/2019	True	CPA Services	\$3,100.00
17904	Gre05	GreatAmerica Financial Services	6/13/2019	True	Monthly Avaya Phone System Lease	\$186.36
17905	gro08	Groveland Transfer Station	6/13/2019	True	Yard Dump Run	\$40.75
17906	ind04	Industrial Electrical Co.	6/13/2019	True	Tank #2 repairs	\$4,391.00
17907	KC Auto	KC Auto Parts	6/13/2019	True	May Auto Parts	\$89.20
17908	KC01	KC Courier, LLC	6/13/2019	True	Monthly Courier Service	\$372.38
17909	UB*02446	Kelliher, Richard	6/13/2019	True	Refund Check	\$2.00

17910	KIM01	Kimball Midwest	6/13/2019	True	Shop supplies	\$433.76
17911	KKI01	KKI Corporation	6/13/2019	True	IT Services	\$135.00
17912	UB*02435	Kling, Brian & Lynn	6/13/2019	True	Refund Check	\$39.07
17913	Kof02	Koff & Associates	6/13/2019	True	Classification/Comp Study	\$1,608.00
17914	UB*02451	McBride, Edwin	6/13/2019	True	Refund Check	\$24.94
17915	MOO01	Moore Bros. Scavenger Co., Inc.	6/13/2019	True	Empty 7 yard Sludge Bin	\$870.74
17916	MOT03	Mother Lode Answering Service	6/13/2019	True	Monthly Call Forward/Paging	\$183.00
17917	MOU03	Mountain Oasis Water Systems	6/13/2019	True	Bottled Water	\$131.00
17918	per04	Percoco, Ronald	6/13/2019	True	Janitorial/Park Services	\$2,022.00
17919	PGE01	PG&E	6/13/2019	True	Monthly Electric Charges	\$697.64
17920	PIN03	Pine Mt. Lake Association	6/13/2019	True	June PML ad - GRACE	\$288.75
17921	pml01	PML Hardware & Supply Inc.	6/13/2019	True	May Hardware supplies	\$180.00
17922	PWT02	Process Wastewater Technologies, LLC	6/13/2019	True	Spare parts for Sludge Press	\$2,163.10
17923	R&B	R & B Company	6/13/2019	True	2 ea. PRV Valves for Chemical Pump @ WTP	\$382.82
17924	Ron01	Roni Lynn Photography	6/13/2019	True	Social Media Management	\$2,500.00
17925	UB*02445	Rossi, William and Janis	6/13/2019	True	Refund Check	\$143.14
17926	UB*02447	Sager, William & Linda	6/13/2019	True	Refund Check	\$78.66
17927	SFPUC	San Francisco Public Utilities Commission	6/13/2019	True	Monthly Water Purchase	\$14,209.82
17928	UB*02450	Sartori, Ronald & Cynthia	6/13/2019	True	Refund Check	\$126.06
17929	Sem01	Sems Technologies, LLC	6/13/2019	True	Backflow Software/ Setup	\$2,550.00
17930	UB*02438	Silva, Gregory & Julie	6/13/2019	True	Refund Check	\$135.48
17931	TIR01	The Tire Shop	6/13/2019	True	Mount 4 Tires on Golf Cart	\$50.00
17932	TRO01	Trotter Welding & Steel Supply	6/13/2019	True	1 ea. tube for STP scraper box	\$233.38
17933	TUO01	Tuo. Co. Public Power Agency	6/13/2019	True	Public Power Purchase	\$13,535.05
17934	TWO1	Two Guys Pizza	6/13/2019	True	Water break on Ridgecrest	\$28.99
17935	USP01	United States Postal Service	6/13/2019	True	Annual Post Office Box fee	\$204.00
17936	ups9	UPS	6/13/2019	True	Shipping to return 2 shirts per LM	\$10.41
17937	USA03	Usa Blue Book	6/13/2019	True	5 ea. avacado weights, 3 ea. 20' float switches for STP CCT	\$297.28
17938	Ver03	Verizon Wireless 7706	6/13/2019	True	Monthly Auto Dialers	\$157.02
17939	UB*02442	Webb, Christopher & Susan	6/13/2019	True	Refund Check	\$1.68
17940	UNI01	Western Communications, Inc.	6/13/2019	True	Collection/Distribution Ad, Notice of Intention- Budget Ad	\$648.58
17941	UB*02448	Williams, Nicholas & Virginia	6/13/2019	True	Refund Check	\$23.22
17942	Yos06	Yosemite Highway Herald	6/13/2019	True	June Ad for GRACE	\$153.50
115714	OE3	Operating Engineers Local #3	6/12/2019	True	PR Batch 00001.06.2019 Oper Engin Union Dues	\$279.18
901996	DCSS	Dept of Child Support Services	6/12/2019	True	PR Batch 00001.06.2019 Wage Garnish Child Support	\$205.03
901997	EDD01	EDD - Electronic	6/12/2019	True	PR Batch 00001.06.2019 State Unemp Ins	\$1,829.39
901998	FedEFTPS	Federal EFTPS	6/12/2019	True	PR Batch 00001.06.2019 Medicare Emple Portion	\$10,853.75
901999	PER01	Pers - Electronic	6/12/2019	True	PR Batch 00001.06.2019 2nd Tier PERS	\$5,677.98
902000	TD 457	TD Ameritrade Trust Co.	6/12/2019	True	PR Batch 00001.06.2019 457 Deferred Compensation	\$1,060.00
17885	TUO04	Tuo. Co. Clerk & Auditor-Contr	6/11/2019	True	CA Fish & Wildlife fee for Downtown/BOF Sewer Planning Project	\$2,354.75
17886	TUO04	Tuo. Co. Clerk & Auditor-Contr	6/11/2019	True	Processing fee for Downtown/BOF Sewer Project	\$50.00
					June Direct Deposit Payroll	\$59,660.11
					June Total Accounts Payable	\$633,755.55





BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: July 9, 2019

ITEM SUBMITTED BY: Andrew Murphy, Assistant Fire Chief

SUBMITTAL PREPARED BY: Andrew Murphy, Assistant Fire Chief

AGENDA ITEM: 6A: Approve Application to the California Fire Foundation / Pacific Gas & Electric 2019 Wildfire Outreach Grant to Allow for the Hiring of Temporary Part-Time Defensible Space Inspectors

RECOMMENDED ACTION

Staff recommends the following action:

I move to approve the Application to the California Fire Foundation / Pacific Gas & Electric 2019 Wildfire Outreach Grant to Allow for the Hiring of Temporary Part-Time Defensible Space Inspectors.

BACKGROUND

The California Fire Foundation has teamed up with Pacific Gas and Electric to provide grant funding for local fire departments throughout California. These grants are available for a variety of programs and funding areas, including mitigation, habitat restoration, educational programs, first responder training and community outreach. The deadline to apply for funding is July 15, 2019.

Grant funding will support projects that use education and outreach initiatives in local communities to mitigate climate change-driven natural disasters. Priority is being given to areas with Tier 3 and Tier 2 high wildfire risk areas. GCSD is within the high wildfire risk area. Typical awards will be in the \$15,000 range.

With this grant the Groveland Community Services District would be able to hire two part time temporary positions to perform Defensible Space Inspections related to the Public Resources Code 4291 by paying their salary and purchasing needed equipment. The part-time temporary employees will be able to perform several hundred inspections in their approximate 10 weeks of employment with GCSD.

The GCSD Fire Department is seeking authorization to submit an application prior to July 15, 2019 and to allow the General Manager to sign any required documents.

ATTACHMENTS

- CPUC Fire-Threat Map




FINANCIAL IMPACTS

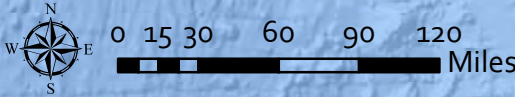
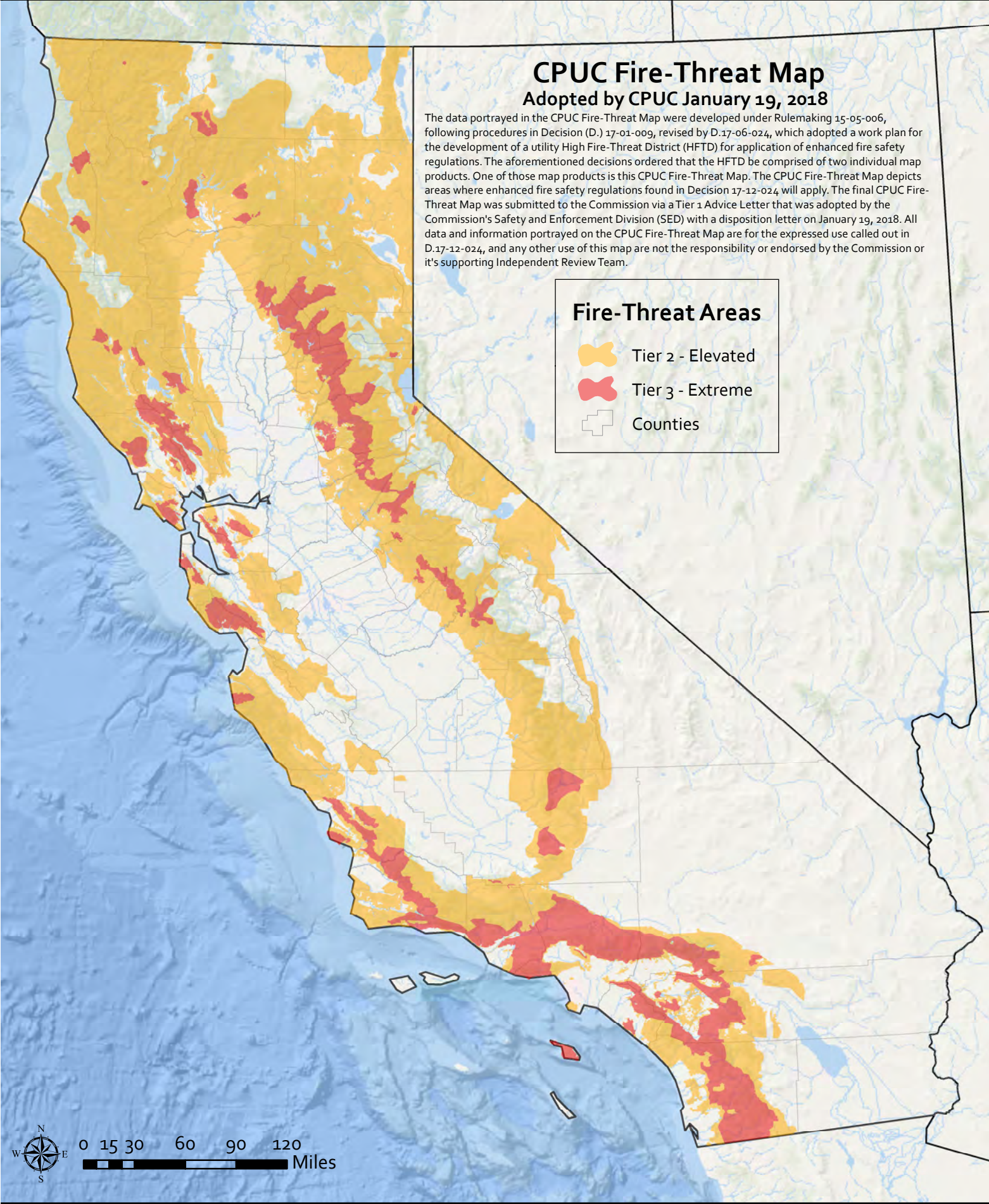
This is a non-matching grant and would require no additional funds.

CPUC Fire-Threat Map Adopted by CPUC January 19, 2018

The data portrayed in the CPUC Fire-Threat Map were developed under Rulemaking 15-05-006, following procedures in Decision (D.) 17-01-009, revised by D.17-06-024, which adopted a work plan for the development of a utility High Fire-Threat District (HFTD) for application of enhanced fire safety regulations. The aforementioned decisions ordered that the HFTD be comprised of two individual map products. One of those map products is this CPUC Fire-Threat Map. The CPUC Fire-Threat Map depicts areas where enhanced fire safety regulations found in Decision 17-12-024, will apply. The final CPUC Fire-Threat Map was submitted to the Commission via a Tier 1 Advice Letter that was adopted by the Commission's Safety and Enforcement Division (SED) with a disposition letter on January 19, 2018. All data and information portrayed on the CPUC Fire-Threat Map are for the expressed use called out in D.17-12-024, and any other use of this map are not the responsibility or endorsed by the Commission or it's supporting Independent Review Team.

Fire-Threat Areas

-  Tier 2 - Elevated
-  Tier 3 - Extreme
-  Counties



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6B: Presentation by Staff Regarding District Preparedness and Related Issues Regarding PG&E's Public Safety Power Shutoff (PSPS)

RECOMMENDED ACTION

No specific action is recommended on this item, however we encourage Board input and direction, or placement of related items on future agendas as needed.

BACKGROUND

If extreme fire danger conditions threaten a portion of the electric system serving any region of the Pacific Gas and Electric Company (PG&E) service area, it will be necessary for PG&E to turn off electricity in the interest of public safety. This is called a Public Safety Power Shutoff (PSPS). As a member of the public safety emergency response community, we are partnering with the County and PG&E to collaborate on efforts aimed at preparedness, awareness, coordination and planning for a potential PSPS event.

If a Public Safety Power Shutoff is needed due to extreme weather conditions, you can expect:

- Early Warning Notification – PG&E will aim to send customer alerts before shutting off power. They will attempt to notify GCSB 24 hours in advance of a PSPS, but there are many complex factors affecting their decision and we will plan on much less notice.
- Ongoing Updates – PG&E will provide ongoing updates through social media, local news outlets and their website. We were informed to expect PSPS related outages in our area to last a minimum of 48 hours.
- Safety Inspections – After extreme weather has passed, PG&E will inspect the lines in affected areas before power is safely restored.
- Power Restoration – Power outages could last multiple days depending on the severity of the weather and other factors.

During a PSPS event, power will remain out for as long as extreme and dangerous weather conditions pose a potential fire risk. After a Public Safety Power Shutoff event, PG&E will inspect and repair power lines and equipment so that power can be safely restored. Depending on the severity of the weather and other factors, power outages could last several hours or multiple days – so it's important you and your family have an emergency plan in place.

There are a number of informational resources offered by PG&E to assist the community in reducing the impact of a PSPS. One such resource is www.pge.com/kit where you can learn how to prepare an emergency (PSPS) preparedness kit. On this page, you will also find an [Emergency Kit Checklist](#) for download.

While PG&E customers in high fire-threat areas (based on the [CPUC High Fire-Threat District map](#)) are more likely to be affected, a public safety power outage could impact any of the more than 5 million customers who receive electric service from PG&E. This is because the energy system relies on power lines working together to provide electricity across cities, counties and regions. The PG&E PSPS Fact sheet, as well as shutdown Policies and Procedures can be found at www.pge.com/pmps.

It is also important for the GCSO as a utility service provider and emergency response entity, to be prepared for multi-day power outages. District staff has evaluated the potential service impacts of a long term (up to 14 day) power outage, and feel that we are adequately prepared to continue services without interruption or system failure; albeit at a much higher operating cost for manpower, fuel and generator maintenance. Several facts are listed below:

- All 16 wastewater lift (pumping) stations are equipped with backup power generators. We have recently determined, however, that the generators for two of the stations may have been undersized (power generating capacity) when installed years ago, and could fail and/or require constant on-site monitoring. All future generator installations and replacements, and well as station electrical and controls will be designed by a registered engineer prior to installation.
- Both water treatment plants and the wastewater plant are equipped with backup power generators, and all are currently functioning properly. The generators at the wastewater plant, which also runs the administrative office, are scheduled for replacement due to age at an estimated cost of \$350,000, when funds become available.
- (Fire) Station 78 is equipped with a backup power generator in good condition

- The maintenance on all generators is performed routinely and on schedule. Generator maintenance parts are in stock and readily available, as is outside mechanic assistance if needed.
- PG&E will be coordinating with the County during a PSPS to provide central locations for backup power supply for people to charge portable devices and other battery powered items. They will also be monitoring persons who provide contact information and have special health needs requiring power.

Items Needed by GCSD for Full Backup Power Reliability

The District's revenue sources to fund this PSPS response plan is limited to water and sewer rates charged to customers, and property taxes used to fund the operation of the fire and parks departments. There is no reserves or surplus revenue available in any budget to fund increased reliability in our backup power systems. In a perfect world if \$850,000 in revenue was available, we would immediately:

1. Replace the old generators at the Wastewater Plant/Admin office and Big Creek Water Plant - \$350,000
2. Replace the two undersized lift station backup generators - \$200,000
3. Purchase portable generators capable of being hauled to a lift station site, in the event of a failed lift station generator - \$200,000
4. Have an additional generator in inventory of the most common lift station size - \$100,000

Update Contact Information

According to PG&E, the most important thing anyone can do is to [update their contact information](#) on PG&E website. By doing so, you will be assured that you will receive notification of a PSPS at the earliest possible time.

ATTACHMENTS:

- PSPS Fact Sheet
- Community Wildfire Protection Program Overview

FINANCIAL IMPACT:

None at this time

Community Wildfire Safety Program

Groveland Community Services District

June 27, 2019



Together, Building
a Better California

Community Wildfire Safety Program



REAL-TIME MONITORING AND INTELLIGENCE

- Coordinating prevention and response efforts by monitoring wildfire risks in real time from our **Wildfire Safety Operations Center**
- **Expanding our network of PG&E weather stations** to enhance weather forecasting and modeling
- Supporting the **installation of new high-definition cameras** in high fire-threat areas



NEW AND ENHANCED SAFETY MEASURES

- Further enhancing vegetation management efforts to **increase focus on vegetation that poses a higher potential for wildfire risk**
- **Conducting accelerated safety inspections** of electric infrastructure in high fire-threat areas
- **Disabling automatic reclosing of circuit breakers and reclosers** in high fire-risk areas during wildfire season
- **Proactively turning off electric power for safety (Public Safety Power Shutoff)** when extreme weather and fire danger conditions are forecasted



SYSTEM HARDENING AND RESILIENCY

- Installing **stronger and more resilient poles and covered power lines**, along with **targeted undergrounding**
- **Upgrading and replacing electric equipment and infrastructure** to further reduce wildfire risks
- **Working with communities to develop new resilience zones** to provide electricity to central community resources during a Public Safety Power Shutoff event



Real-Time Monitoring and Intelligence

MONITORING wildfire risks in real time from our
24/7 Wildfire Safety Operations Center
and coordinating **prevention and response efforts**



WILDFIRE SAFETY OPERATIONS CENTER

INSTALLING
~1,300 new weather stations by **2022**

Data available at mesowest.utah.edu



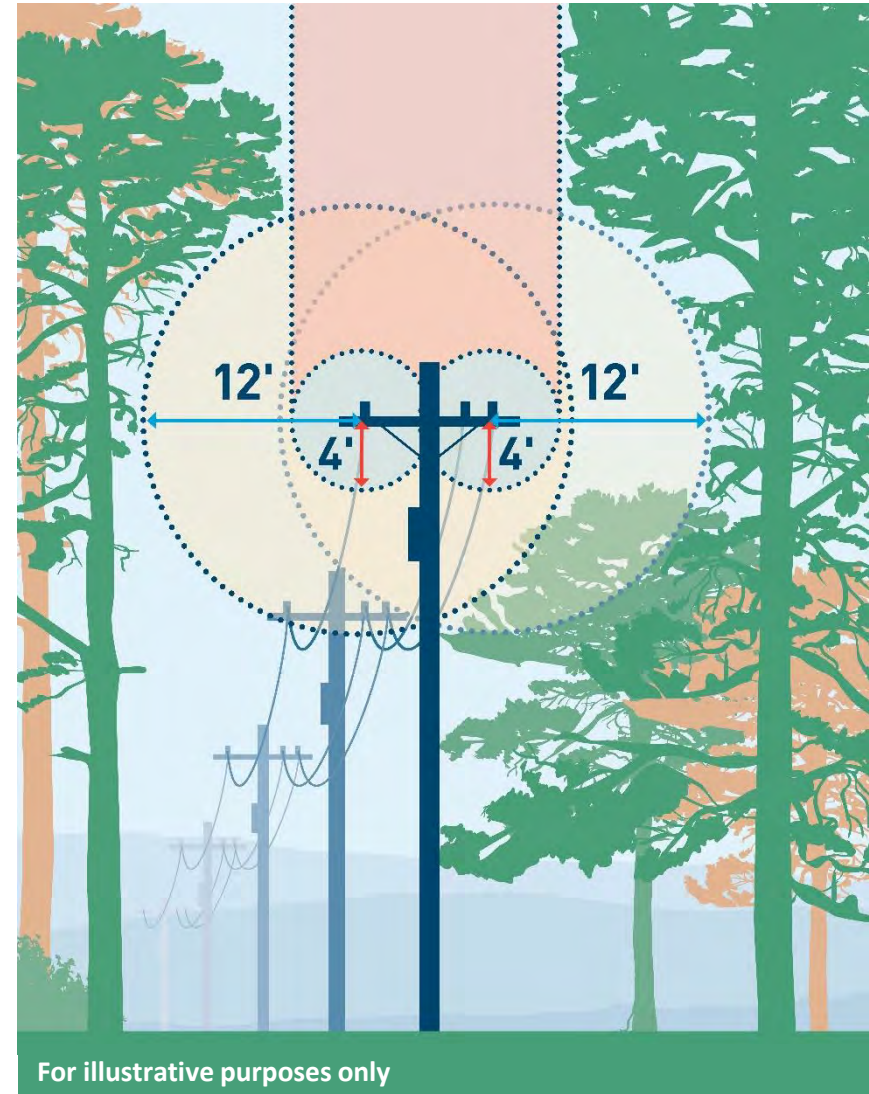
WEATHER STATION INSTALLATION

SUPPORTING the installation of
~600 high-definition cameras by **2022**
Images available at alertwildfire.org

Enhanced Vegetation Management

We are **expanding and enhancing our Vegetation Management program** to further reduce wildfire risk

- Our enhanced vegetation management work includes the following:
 - ✓ **Meeting and exceeding state standards** for minimum clearances around the power line
 - ✓ **Addressing overhanging limbs and branches** directly above and around the lines
 - ✓ **Removing dead and dying trees** as well as specific tree species that have more frequently fallen into PG&E lines and caused an ignition
- We are working to complete this important safety work **in high fire-threat areas** over the next several years





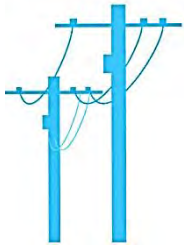
Wildfire Safety Inspections



As part of our enhanced wildfire safety efforts, implemented following the 2017 and 2018 wildfires as additional precautionary measures intended to further reduce wildfire risks, **we are conducting accelerated safety inspections of electric infrastructure in areas of higher wildfire risk (Tier 2 and Tier 3).**

- **We are conducting comprehensive inspections of electric towers and poles** through visual and aerial inspections.
- This work is being done as part of our Community Wildfire Safety Program, and is **in addition to our routine inspections and maintenance** programs.
- We are inspecting **substations and transmission and distribution lines** in high fire-threat areas.

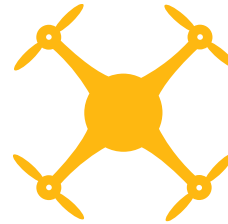
Inspections Overview



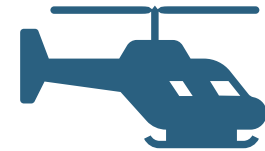
Accelerated inspections of transmission and distribution poles and towers as well as substations in high fire-threat areas



Visual inspections (ground and/or climbing) performed by crews of up to four people



Aerial inspections by drones to complement and further enhance inspections



Helicopters for inspections and to deliver crews to remote locations

We are taking action right away to address any immediate risk to public safety found during the accelerated inspections

We will **evaluate inspection results to determine repair needs and associated timing**. If any issues are found during the accelerated inspections that pose an immediate risk to public safety, **we are taking action right away to address the issue**.



- When inspections determine that repairs are needed, but **there is not an immediate safety risk, we will follow our preventative maintenance procedures, consistent with state guidelines** for high fire-threat areas.
- **Repairs will depend on what we observe in the field but could range** from installing new signs or electrical components to replacing poles or towers.
- Where possible, **we will bundle work to minimize customer impact**, particularly if we need to de-energize the line to safely complete the repairs.



System Hardening and Resiliency

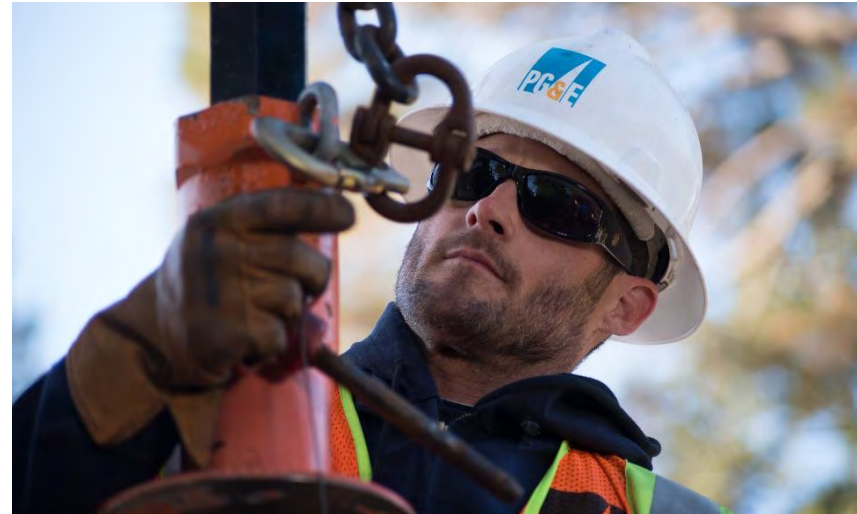
Installing stronger and more resilient poles and covered power lines across approximately 7,100 line miles of highest fire-risk areas

.....

Replacing equipment to further reduce risk to our system and tailoring upgrades based on terrain and weather conditions using more granular analysis of fire-prone regions

.....

Piloting new resilience zones to allow PG&E to provide electricity to central community resources serving local customers during a Public Safety Power Shutoff (PSPS) event



Additional Safety Measures

To further reduce the risk of wildfires, we are **disabling automatic reclosing of circuit breakers and reclosers** on lines in high fire-risk areas during wildfire season.

Where we have remote control capability, we **disable reclosing based on a daily decision-making process during times of elevated risk.**

ENABLED

450 reclosing devices with remote capabilities in **2018**

WORKING to enable nearly

300 additional reclosing devices with remote capabilities in advance of the **2019 wildfire season**





Public Safety Power Shutoff (PSPS)

We monitor conditions across our system and evaluate whether to proactively turn off electric lines for safety when extreme weather and fire danger conditions are forecasted.

While no single factor will drive a Public Safety Power Shutoff, some factors include:



A RED FLAG WARNING

declared by the National Weather Service



LOW HUMIDITY LEVELS

generally 20% and below



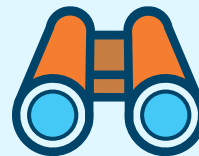
FORECASTED SUSTAINED WINDS GENERALLY ABOVE 25 MPH AND WIND GUSTS IN EXCESS OF APPROXIMATELY 45 MPH,

depending on location and site-specific conditions such as temperature, terrain and local climate



CONDITION OF DRY FUEL

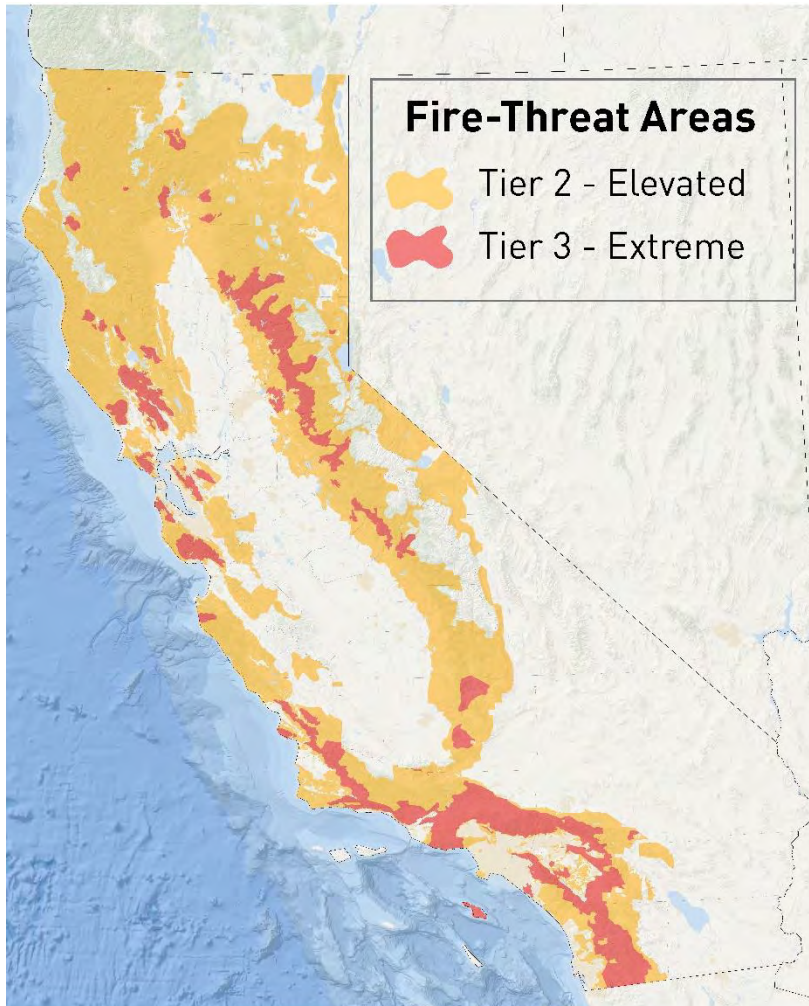
on the ground and live vegetation (moisture content)



ON-THE-GROUND, REAL-TIME OBSERVATIONS

from PG&E's Wildfire Safety Operations Center and field observations from PG&E crews

Public Safety Power Shutoff (PSPS)



Source: California Public Utilities Commission

- Beginning with the 2019 wildfire season, we are expanding our Public Safety Power Shutoff program to include **all electric lines that pass through high fire-threat areas – both distribution and transmission.**
- The most likely electric lines to be considered for shutting off for safety will be those that pass through **areas that have been designated by the CPUC as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire.**
- Because the energy system **relies on power lines working together** to provide electricity, **any of PG&E's more than 5 million electric customers could have their power shut off.**

PSPS Event Notifications

Extreme weather threats can change quickly. **Our goal, dependent on weather, is to provide customers with advance notice prior to turning off power.** We will also provide updates until power is restored.

Timing of Notifications (when possible)

- ~48 HOURS** before electricity is turned off
- ~24 HOURS** before electricity is turned off
- JUST BEFORE** electricity is turned off
- DURING THE PUBLIC SAFETY OUTAGE**
- ONCE POWER HAS BEEN RESTORED**



City/County/Agency Notifications

We will make every attempt to provide notice in advance of notifying customers through:

- **Phone calls/emails** to primary contacts
- **Automated notifications** to send alerts through multiple channels
- **Provide customer alerts** to share via channels, such as city or county website, Nixle, Nextdoor and Reverse 911

Customer Notifications

We will attempt to reach customers through **calls, texts and emails**. We will also use **social media** and keep **local news** and **radio outlets** informed and updated.



Working to Restore Power

We will only restore power when we are certain it is safe to do so. We expect to be able to visually inspect the system for damage and restore power to most of our customers within 24 to 48 hours after extreme weather has passed.



WEATHER ALL CLEAR

After the extreme weather has passed and it's safe to do so, our crews begin patrols and inspections.



PATROL & INSPECT

Crews visually inspect our electric system to look for potential weather-related damage to the lines, poles and towers. This is done by vehicle, foot and air during daylight hours.



ISOLATE & REPAIR DAMAGE

Where damage is found, **crews work to isolate the area** so other parts of the system can be restored. Crews work **safely and as quickly as possible** to make repairs.



RESTORE POWER

Once it is safe to energize, **a call is made to the PG&E Control Center** to complete the energization process. **Power is then restored to customers.**



NOTIFY CUSTOMERS

Customers are **notified that power has been restored.**

Because extreme weather can last several hours or days, for planning purposes, we suggest customers prepare for outages that could last longer than 48 hours.



Working With Our Customers to Prepare



Reaching out to approximately 5 million customers and asking them to update their contact info at [pge.com/mywildfirealerts](https://www.pge.com/mywildfirealerts)



Holding answer centers and open houses (as needed) in advance of and during wildfire season



Mailing postcards to customers that do not have contact information on file



Providing tenant education kits to Master Meter customers



Conducting additional outreach to customers in high fire-threat areas through direct mail, preparedness checklist and email campaign



Placing calls and doing additional outreach to Medical Baseline and Medical Baseline-eligible customers in high fire-threat areas



Launching broad public safety advertising campaign



Continuing to share information through [pge.com/wildfiresafety](https://www.pge.com/wildfiresafety)



Partnering with community leaders, first responders and public safety authorities around PSPS preparedness and coordination



Engaging with organizations for our customers who have specific needs to explore ways we can partner

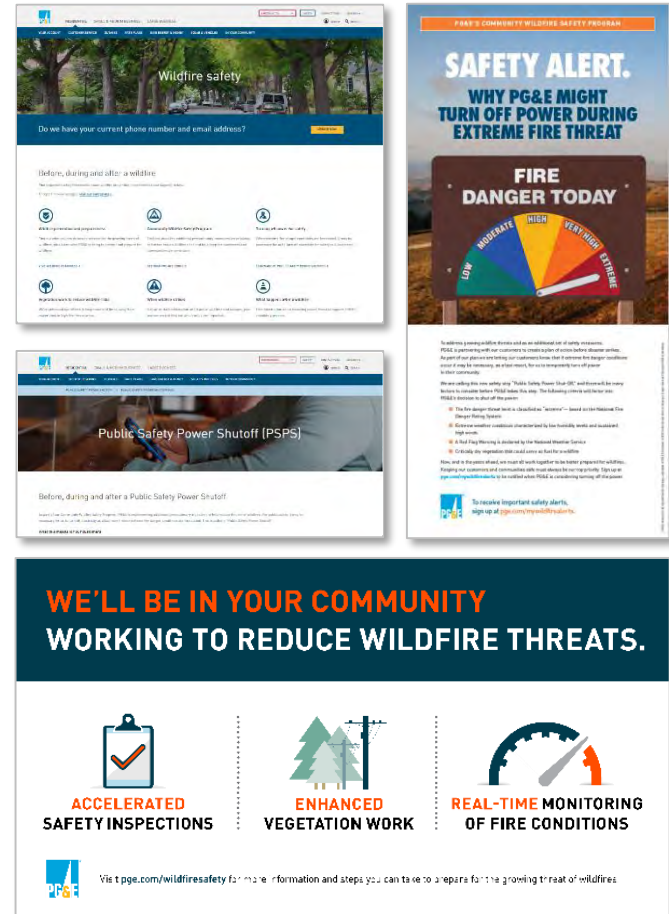
We welcome your feedback and input

For questions regarding PG&E's Community Wildfire Safety Program, please contact:

- **Michael Gaffney**
 - 209-312-7698
 - Michael.Gaffney@pge.com

Please direct customers with questions to:

- Call us at **1-866-743-6589**
- Email us at **wildfiresafety@pge.com**
- Visit **pge.com/wildfiresafety**



THE POWER OF BEING PREPARED

PUBLIC SAFETY POWER SHUTOFF

Visit [PREPAREFORPOWERDOWN.COM](https://www.prepareforpowerdown.com) today to learn more about the power of being prepared.

THE THREATS OF WILDFIRE AND EXTREME WEATHER IN CALIFORNIA ARE REAL.

As a result, California's three largest energy companies, at the direction of the California Public Utilities Commission (CPUC), are coordinating to prepare all Californians for the threat of wildfires and power outages during times of extreme weather. To help protect customers and communities during extreme weather events, electric power may be shut off for public safety in an effort to prevent a wildfire. This is called a **Public Safety Power Shutoff**.

Shutting Off Power for Safety

As a safety precaution, San Diego Gas & Electric (SDG&E), Southern California Edison (SCE) and Pacific Gas and Electric (PG&E) monitor local fire danger and extreme weather conditions across California and evaluate whether to turn off electric power. The decision and action to turn off power is made by each individual energy company and is based on a combination of factors. **Factors include, but are not limited to:**



HIGH WINDS
(including Red Flag warnings)



LOW HUMIDITY



DRY VEGETATION
that could serve as fuel



FIRE THREAT
to electric infrastructure



ON-THE-GROUND OBSERVATIONS



PUBLIC SAFETY RISK

What You Can Expect

If a Public Safety Power Shutoff is needed due to extreme conditions, you can expect:

- **Early Warning Notification** – Your energy company will aim to send customer alerts before shutting off power.
- **Ongoing Updates** – Your energy company will provide ongoing updates through social media, local news outlets and their website.
- **Safety Inspections** – After extreme weather has passed, your energy company will inspect the lines in affected areas before power is safely restored.
- **Power Restoration** – Power outages could last multiple days depending on the severity of the weather and other factors. It is important that you and your family have an emergency preparedness plan in place.

[SEE THE OTHER SIDE FOR SAFETY TIPS](#)



[PREPAREFORPOWERDOWN.COM](https://www.prepareforpowerdown.com) provides a variety of resources, including tips for preparing for extreme weather, wildfires and Public Safety Power Shutoffs. An emergency preparedness checklist and additional resources are available on the reverse side of this fact sheet.

WORKING WITH CALIFORNIANS TO PREPARE

While Public Safety Power Shutoff events are more likely to occur in high fire-risk areas, all Californians could be impacted by emergency events and need to be prepared with a plan. Customers should also update their contact information with their energy company so they can receive notifications. Below are specific steps you and your family can take to be ready, should there be an extended power outage that lasts multiple days.

STAY SAFE. TAKE ACTION.

CREATE YOUR EMERGENCY PLAN TODAY BY FOLLOWING THE TIPS LISTED BELOW:

- **Update your contact information** with your local energy company
- **Identify backup charging methods** for phones and keep hard copies of emergency numbers
- **Plan for any medical needs** like medications that need to be refrigerated or devices that require power
- **Plan for the needs of pets and livestock**
- **Build or restock your emergency kit** with flashlights, fresh batteries, first aid supplies and cash
- **Designate an emergency meeting location**
- **Know how to manually open your garage door**
- **Ensure any backup generators are ready to safely operate**
- **Identify the unique needs of your family and loved ones in the area for your emergency plan**

Additional information on creating an emergency plan is also available at prepareforpowerdown.com.

LEARN MORE FROM YOUR LOCAL ENERGY COMPANY



sdge.com/wildfire-safety



sce.com/PSPS



pge.com/wildfiresafety

Additional Preparedness Resources:

- **ready.gov** – Disaster preparedness information from the U.S. Department of Homeland Security
- **readyforwildfire.org** – CAL FIRE's wildfire preparedness website
- **cpuc.ca.gov/wildfiresinfo** – Information on the CPUC's wildfire safety efforts
- **caloes.ca.gov** – California Governor's Office of Emergency Services website
- **firesafecouncil.org** – California Fire Safe Council website
- **noaa.gov** – National Oceanic and Atmospheric Administration website



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6C: Approval of the District's Response Letter to the Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project; Tuolumne County Community Resources Agency, CEQA Lead Agency

RECOMMENDED ACTION

Staff recommends the following action:

I Move to approve the District's Response Letter to the Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project; Tuolumne County Community Resources Agency, CEQA Lead Agency.

BACKGROUND:

Property located well outside the GCSB boundaries is proposed for development as a high-end camping site, with the project name Under Canvas. The Notice of Preparation (NOP) of an Environmental Impact Report (EIR), prepared by the Tuolumne County Community Development Department (TCCDD) is attached. TCCDD is the Lead Agency under the California Environmental Quality Act (CEQA) for this project, and has determined that an EIR is necessary to identify potential impacts of the proposed project.

As we discussed with other projects such as the Terra Vi Lodge, the TCCDD has the EIR completed for the project, and which must then be approved by the Board of Supervisors prior to approval of the project and issuance of construction permits. The NOP comment period runs from June 19, 2019 to July 18, 2019. Comments submitted on the NOP are intended to guide the EIR consultant's evaluation of impacts and appropriate mitigation measures are identified to reduce impacts when the project is implemented.

Staff has drafted the attached letter to be sent on behalf of GCSB in response to the NOP. Staff seeks input from the Board of Directors at this meeting so the letter can be finalized and sent to the county in advance of the July 18, 2019 comment deadline.

ATTACHMENTS:

- Yosemite Under Canvas Notice of Preparation (NOP)
- Draft GCSB response letter to the NOP

FINANCIAL IMPACT:

None at this time



COMMUNITY RESOURCES AGENCY

DAVID GONZALVES, C.B.O.
Director

Administration - Building - County Surveyor - Engineering - Environmental Health - Fleet Services - GIS - Housing - Planning - Roads - Solid Waste

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 536-1622 (Fleet)
(209) 533-5616 (fax)
(209) 533-5909 (fax - EHD)
(209) 588-9064 (fax - Fleet)
(209) 533-5698 (fax - Roads)
www.tuolumnecounty.ca.gov

Date: June 18, 2019

To: State Clearinghouse
State Responsible Agencies
State Trustee Agencies
Other Public Agencies
Interested Organizations

From: Quincy Yaley, Assistant CRA Director – Development
County of Tuolumne
Community Resources Agency
2 South Green Street
Sonora, CA 95370-4618

Subject: Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project (SCH#2019029073)

Lead Agency: County of Tuolumne Community Resources Agency

Project Title: Yosemite Under Canvas

Project Location: South of the intersection of Hardin Flat Road and State Highway 120, Groveland, CA 95321

Notice is hereby given that the County of Tuolumne (County) will be the Lead Agency and will prepare a project-level EIR for the Yosemite Under Canvas Project (proposed project) pursuant to the California Environmental Quality Act (CEQA) Guidelines (14 California Code of Regulations Section 15060(d)). The EIR is being prepared by the County in accordance with applicable law, in particular, CEQA and the State of California CEQA Guidelines.

As shown on Figure 1, the 80.1± acre project site is located at the intersection of Hardin Flat Road and State Highway 120 (Big Oak Flat Road), near Groveland in unincorporated Tuolumne County. The project site located approximately halfway between Buck Meadows and the Big Oak Flat entrance to Yosemite National Park.

The project site is in a rural area within Stanislaus National Forest, and there are currently no structures or developments on the site. Approximately 20.1± acres of the project site were completely burned in the 2013 Rim Fire. Rural residential homes are located to the north and east of the site with recreational commercial development to the southeast. The project site is located in a Very High Fire Hazard Severity Zone within the State Responsibility Area, as mapped by the California Department of Forestry and Fire Protection in 2007.

The project proposes to develop the site with a 99 unit campground where lodging is provided in on-site tent structures. The project also proposes a mobile kitchen, dining and reception tent, laundry facilities, communal bathrooms, a swimming pool, and internal access roads. The development will be mainly clustered in the southwestern and middle portion of the project site. The campground will be open from approximately March to October.

The project also consists of the development of a public water system from on-site wells and a wastewater treatment system utilizing septic tanks and leach fields. Power for the facility will be provided by Pacific Gas and Electric (PG&E) and will be supplemented with solar systems.

The project site is zoned Commercial Recreation (C-K) and Open Space-1 (O-1) and does not require rezoning.

EIR Scope: The County previously circulated an Initial Study/Mitigated Negative Declaration (IS/MND) for the proposed project (SCH#201902973). The IS/MND can be found at this link: <https://www.tuolumnecounty.ca.gov/1204/Under-CanvasHarding-Flat-LLC>. Based on responses and comments received on the IS/MND, the County has decided to prepare an EIR for the proposed project. The EIR will evaluate the project for potential impacts on the environment and determine the potential environmental consequences of future change. The EIR will address and further analyze the following key factors:

- Agricultural and Forestry Resources
- Air Quality
- Biological Resources
- Hazardous Materials and Hazards
- Traffic and Transportation
- Utilities and Service Systems
- Wildfire

Cumulative impacts will consider impacts of relevant projects in and around the project area combined with those of the project. An evaluation of project alternatives that could reduce significant impacts will also be included in the EIR.

To ensure that the EIR for this proposed project is thorough and adequate and ensure that the issues of concern to the public and public agencies are addressed, the County is requesting comments and guidance on the scope and content of the EIR from interested public agencies, organizations, and individuals. Public comments on the scope of issues to be evaluated in the EIR are encouraged. With respect to the views of Responsible and Trustee Agencies as to significant environmental issues, the County needs to know the reasonable alternatives and mitigation measures that are germane to each agency's statutory responsibilities in connection with the project.

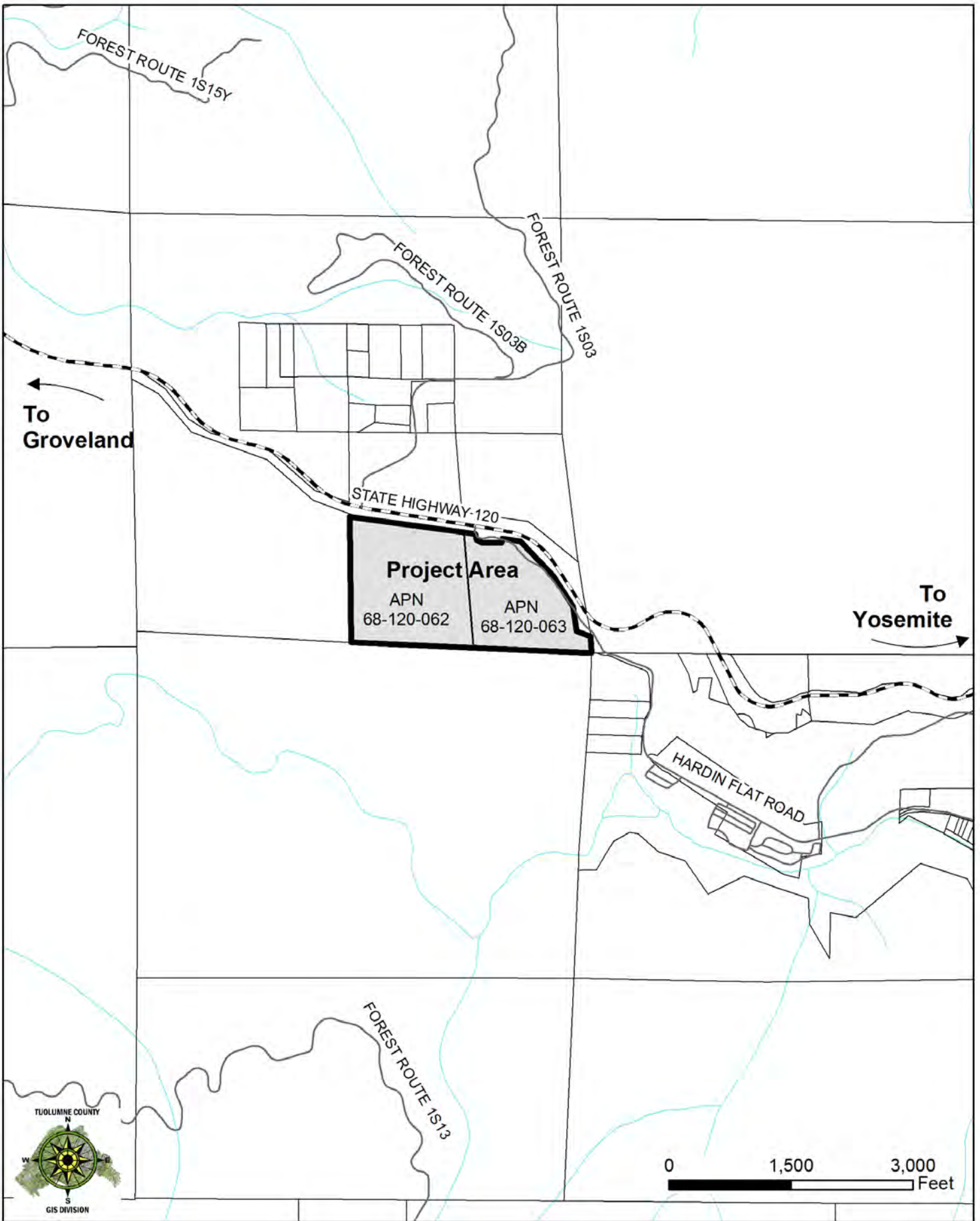
Notice of Scoping Meeting: A public Scoping Meeting will be held on Thursday, June 27, 2019 at 6:00 pm at the Groveland Community Hall, 18720 Main Street, Groveland, CA. Public agencies, organizations, and interested members of the public are invited to attend this meeting and present verbal or written comments on the proposed project.

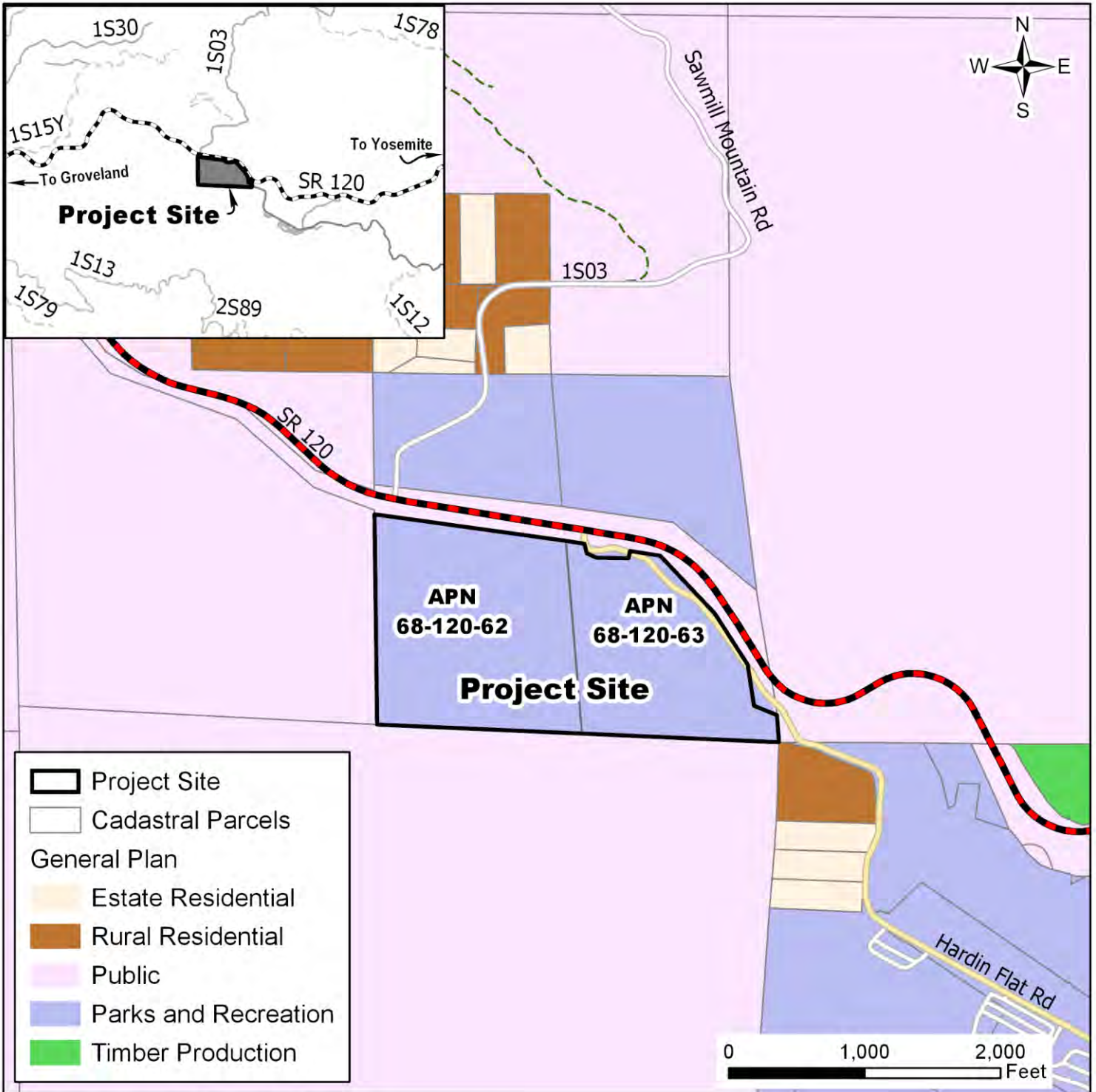
Public Review Period: June 19, 2019 to July 18, 2019. Please send all written comments to Natalie Rizzi, County of Tuolumne, at the address shown above or email to nrizzi@co.tuolumne.ca.us with "Yosemite Under Canvas EIR" as the subject. Public agencies providing comments are asked to include a contact person for the agency.

If you wish to comment during the NOP comment period, or if you cannot attend the scoping meeting, we will accept written comments until the close of the NOP comment period. Comments on the NOP are due no later than the close of the 30-day review period at 4:00 p.m. on July 18, 2019. Project information can be found here: <https://www.tuolumnecounty.ca.gov/1204/Under-CanvasHarding-Flat-LLC>

Please direct questions about the proposed project description to Natalie Rizzi, at nrizzi@co.tuolumne.ca.us or (209) 533-5633.

Figure 1 – Regional and Vicinity Map





Owner: Hardin Flat, LLC

Applicant: Under Canvas c/o Jamie Schmidt

APN: 68-120-63 & 68-120-62

Existing: R/P / C-K & O-1

Proposed: To allow the development of a 99 unit luxury tent campground (“glamping”) site and supporting facilities such as a mobile kitchen, dining and reception tent, laundry facility, swimming pool, and bathrooms

Project: SDP18-002

Supervisorial District No. 4

80.1 ± Ac.



July 9, 2019

Natalie Rizzi
County of Tuolumne
Community Resources Agency
2 South Green Street Sonora, CA 95370-4618

RE: Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project (SCH#2019029073)

Dear Ms. Rizzi,

The Groveland Community Services District (GCS D or District) appreciates the opportunity to comment on the Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project. GCS D provides water treatment and distribution, wastewater collection and treatment, fire and emergency response, and park services to the communities of Groveland and Big Oak Flat. The District also responds to fire and emergency response needs outside of the GCS D boundaries, under Mutual Aid agreements with CalFire and the Tuolumne County Fire Department.

The GCS D Fire Department at Station 78 in downtown Groveland is the closest staffed station to the proposed project site and the next closest station is the Calfire Station on Merrell Road in Groveland, which is staffed by Calfire and funded under the Amador Program by GCS D. GCS D would therefore be providing fire and emergency response services to the project once developed. Due to the distance of the project from GCS D resources, a degradation of services will occur locally within GCS D when our resources respond and are away from the GCS D service area for hours at a time. The travel distance also causes added wear and tear on very expensive fire and emergency response equipment.

The Under Canvas Project EIR must evaluate the impacts to the GCS D fire and emergency response services, including:

- GCS D's ability to provide services to the project site meeting industry response standards, or response standards acceptable to the county or project owner
- GCS D's ability to maintain the current standards and level of services to the properties within the GCS D, when responding to the project location
- The potential for increased wildfire risk/occurrence resulting from the project
- The impact on evacuation efforts should the project facility be fully occupied and exiting traffic is being routed through Groveland

It is also important for the EIR to thoroughly evaluate the ability of the project to be served with adequate water supply from fractured rock groundwater wells. We have experienced other lodging/resort projects in the region that have unexpectedly run short on adequate basic water supply due to the variable and unpredictable nature of the groundwater in the region. Although GCS D does not

provide potable water to the project area, we have concerns that should the wells fail and/or have an effect on other wells in the area, that an alternate water supply may not be available for firefighting and sanitation.

We look forward to review of the draft EIR once prepared, and appreciate the opportunity to comment and provide services to projects that may benefit the region.

Sincerely,

Janice Kwiatkowski
President, Board of Directors

TO: GCSO Board of Directors

FROM: Alfonso Manrique, District Engineer

DATE: July 9, 2019

SUBJECT: Agenda Item 6D: Adoption of a Resolution Approving Agreement with Wood Rodgers Consulting Engineers for Preparation of the Integrated Water and Wastewater Master Plan, and Authorizing the General Manager to Negotiate and Sign a Consulting Services Agreement.

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt a Resolution Approving Agreement with Wood Rodgers Consulting Engineers for Preparation of the Integrated Water and Wastewater Master Plan, and Authorizing the General Manager to Negotiate and Sign a Consulting Services Agreement.

BACKGROUND:

The District most recent Master Plans were prepared in 2001. In May 2019, the District distributed a Request for Proposals to qualified engineering firms to update the water and sewer master plans to include a new condition assessment of its facilities and to determine the need of improvements to adequately serve GCSO's customers through year 2040 (planning horizon).

The Master Plan will help determine the projects needed to repair, replace, and/or upgrade the GCSO's aging infrastructure to increase system operating efficiencies and reliability, while improving cost predictability and maintaining a high level of customer satisfaction into the future. The Master Plan will proactively address increasingly stringent water quality and environmental regulations to protect public health and promote stewardship of the Sierra Nevada and Sacramento/San Joaquin River Delta; and it will serve as a guide to establish future rates and charges to allow GCSO to prioritize available funding and the pursuit of grants to complete the required projects. The Master Plan will outline a strategy to improve maintenance and asset management, prioritize new facilities and interweave the necessary upgrade or decommission of existing facilities.

DISCUSSION:

Two proposals were received at the GCSO office on June 17, 2019. The proposing firms were:

1. Kennedy Jenks Consultants, Inc.
2. Wood Rogers, Inc.

Proposals were reviewed by staff and ranked in accordance to the technical qualifications of the proposing team and the scope of work included with the proposal. Based on the review of the proposals, it appears that the Wood Rogers, Inc proposal is more complete and their scope of work and relevant experience better fits the needs to the District. The cost value of the work is considered in recommending a consultant, but not the estimated total cost, as the cost proposals

are not provided as firm bids, but rather an estimated total cost for the work scope and billed on a negotiated rate basis to achieve the desired end product. The estimated costs submitted by the consultant serve as the basis for contract negotiations. The cost/value of the two proposals were comparable.

FISCAL IMPACT:

Wood Rogers' estimated labor hours and fees to prepare the integrated water and wastewater master plan total \$199,906. The funds to pay for the preparation of the master plan will come from the water and sewer funds. \$120,000 of the cost of the Master Plan development was included in the FY 2019/20 budget, and in our negotiations with Wood Rodgers, we will consider the following options:

1. Reduce the scope of work to fit within the adopted budget of \$120,000
2. Maintain the current scope of work and if needed, consider a budget amendment at approximately mid fiscal year
3. Configure the work schedule to maintain the current \$120,000 budget, and complete any remaining work in the 2020/21 fiscal year

ATTACHMENTS:

- Consultant Proposals



Proposal to Provide Engineering Services for the

INTEGRATED WATER AND WASTEWATER MASTER PLAN



17 June 2019

Peter Kampa
General Manager
Groveland Community Services District
18966 Ferretti Rd.
Groveland, CA 95321

Subject: Proposal to Provide Engineering Services for the Water and Wastewater Master Plans

Dear Mr. Kampa:

Groveland Community Services District (GCSD, District) is seeking a qualified and experienced consultant to Provide Engineering Services for the Water and Wastewater Master Plans. The Water and Wastewater Master Plans will update the 2001 GCSD Wastewater and Water Master Plans and integrate recent plans, studies, and policies. The 2019 Water and Wastewater Master Plans will evaluate existing facilities, project demands, and summarize system improvements to serve customers through 2040.

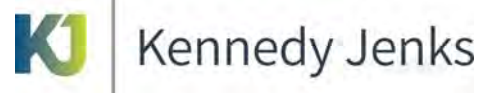
Delivering a comprehensive, forward-thinking plan requires a collaborative team working with the District, one that provides vision and confidence to achieve the best value for your rate payers. For 100 years, Kennedy Jenks has led the industry in designing, constructing, and optimizing water and wastewater treatment plants across California. The benefits of the Kennedy Jenks team include:

A Local and Experienced Team. The key members of our team are located in Central and Northern California. Over the years, the local Kennedy Jenks team has worked on similar projects and will bring their past project experiences to help optimize GCSD's systems.

A Collaborative Approach. Kennedy Jenks understands the Collaborative Process needed to build alignment with management, staff and your District Board. June 12, 2019, key Kennedy Jenks project team members visited with GCSD staff to hear from the people who work with the systems every day. Understanding how the system works and what items are critical in the minds of District staff is paramount.

A Proven Principal-In-Charge and Project Manager Supported by Experienced Specialists. We are proposing Tim Williams to serve as our Principal-In-Charge and Jennifer

Peter Kampa
Groveland Community Services District
17 June 2019
Page 2



Lau Larsen as our Project Manager for your Master Plans. We have assembled a team that includes Kennedy Jenks' multi-disciplinary specialists to provide state-of-the-industry advancements in treatment processes, realistic costs, and regulatory insight.

We are prepared to help you optimize the District's water and wastewater systems with comprehensive master plans that address your objectives for water and wastewater system improvement and reliability. Our proposed approach will help the District prioritize projects and make informed decisions about new infrastructure.

Kennedy Jenks appreciates the opportunity to submit this proposal and look forward to working with you and the District on this project. The following Sections describe our qualifications, project team, scope of services, and schedule for the District's consideration. As requested, our Cost Proposal is provided under a separate cover.

We are available to meet with you and discuss our approach and estimated level of effort at your convenience.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.

A handwritten signature in blue ink, appearing to read 'Jennifer Lau Larsen'.

Jennifer Lau Larsen, P.E.
Project Manager

A handwritten signature in blue ink, appearing to read 'Timothy L. Williams'.

Tim Williams, P.E.
Principal-in-Charge

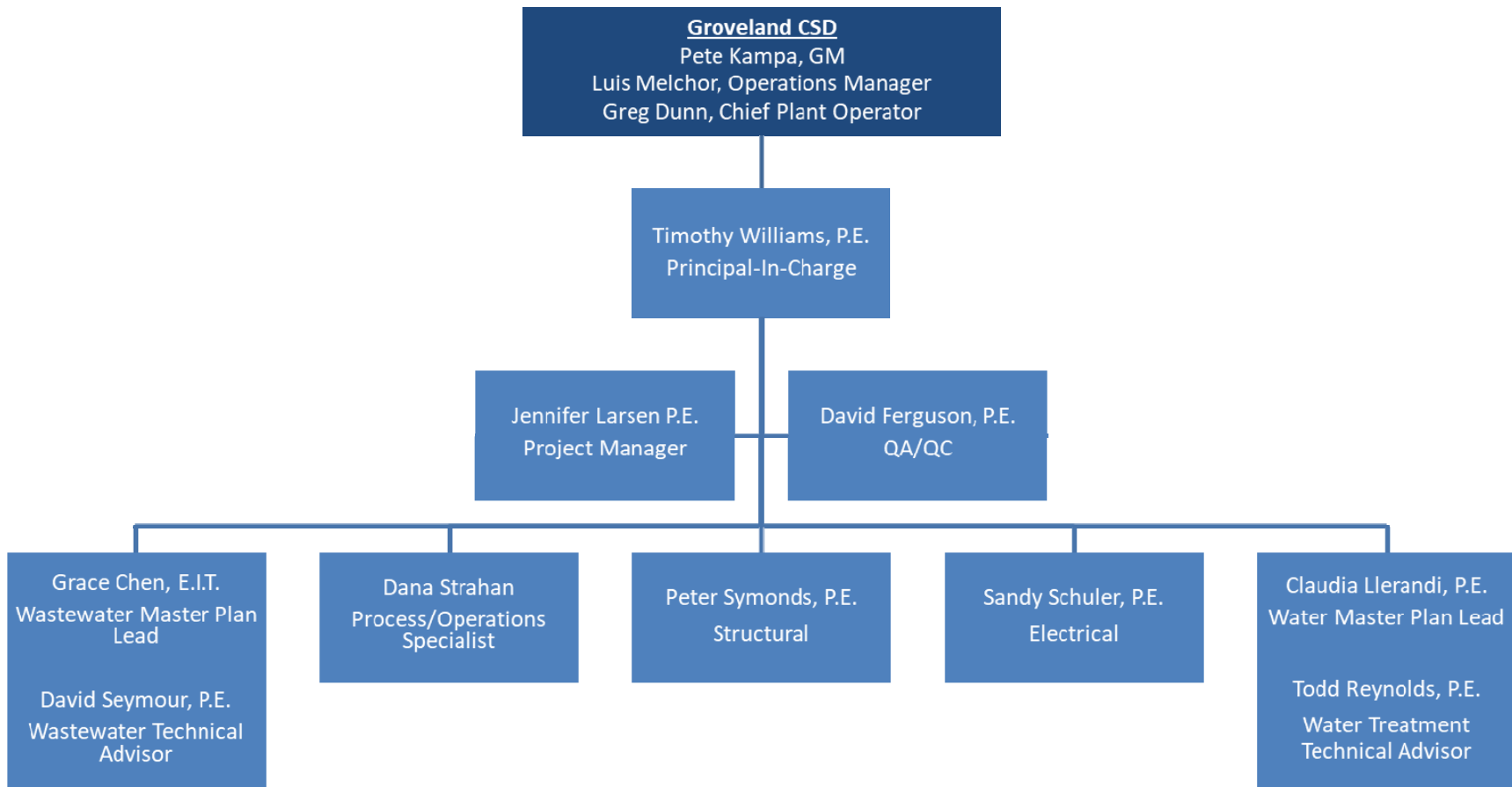
SECTION A STATEMENT OF QUALIFICATIONS

Kennedy Jenks offers the District extensive, successful experience in the execution of numerous master planning studies, development of treatment and operations alternatives, and conducting infrastructure condition assessments. A key focus of Kennedy Jenks' water and wastewater system planning and design is the analysis of existing systems and the conceptual layout of future systems for improvement or reliability purposes. Long-range planning has included system demand and flow requirement projections, determinations of existing capacity, measurement of infiltration/inflow, overflow and exfiltration, and identification of deficiencies. In addition, we have prepared cost estimates and implementation schedules for the renovation and replacement of water distribution and collection systems, segregated capital improvement requirements for expansion and replacement to support connection fee calculations.

Kennedy Jenks has completed more than 60 condition assessments for water and wastewater facilities over the last four decades. A number of these have been performed on infrastructure 30 to 50 years old. In some cases, we found that facilities or equipment were in good condition and no further work was necessary other than scheduling future condition assessment. Some facilities required minor or "spot" repairs at selected locations. In other cases, we recommended that equipment or infrastructure be replaced, or that redundant systems can be installed due to the risk and potential consequences of failure.

Our team's approach in each of these projects is to listen to our client's perspective, coupled with our value-added engineering knowledge and experience, to deliver long-range planning within budget and schedule. Kennedy Jenks, in close collaboration with the District's staff, will use this master plan process to identify cost-saving and operational optimization opportunities.

Our dedicated Project Manager, Jennifer Lau Larsen, and Principal-In-Charge, Timothy Williams, are both located in the Sacramento Office and are committed to being partners in development and completion the Integrated Water and Wastewater Master Plans. Tim and Jennifer will be supported by plan leaders, technical advisors, and a strong multi-disciplinary team of accomplished engineers and planners who have proven track records for planning, designing, and implementing both water and wastewater projects.





Timothy Williams, P.E. C39104 | Principal-In-Charge

Tim Williams will serve as the Principal-In-Charge of the project. As our proposed Principal-In-Charge, Tim is authorized to sign contracts and represent Kennedy Jenks in negotiations. He will also oversee the project and ensure the team is meeting the expectations of the District. Time has extensive experience as a project manager, quality control reviewer, and project engineer for the planning, design, and construction management of water and wastewater systems. These projects have included planning projects including master plans, facility plans, regional plans, condition assessment and asset management of infrastructure; design and construction management of treatment, pump and lift stations, storage, and pipelines; and securing and managing multiple sources of grant and loan funding. Tim’s recent, relevant experience includes:

- Delta Diablo Wastewater Conveyance Facilities Condition Assessment Project
- Tuolumne Utilities District Treated Water System Optimization Plan and Water Treatment Consolidation Study
- Floriston Spring Water System and Treatment Plant Improvements



Jennifer Lau Larsen, P.E. C81220 | Project Manager

Jennifer will serve as the District’s primary point of contact and oversee Wastewater and Water Master Plan efforts, maintaining an effective level of communication between members of the District’s team and the Kennedy Jenks team. Jennifer will also be available to meet with the District, facilitate meetings, guide discussions, and make decisions. Jennifer has ten years of water resources and civil engineering experience, specifically in conducting water resource planning and management programs, serving as project manager and project engineer for treatment alternatives analyses and technology feasibility studies, groundwater and surface water treatment design, and demand and supply analyses. Jennifer’s recent, relevant experience includes:

- South Tahoe Public Utilities District South Y PCE Remedial Actions Feasibility Study
- City of Santa Rosa Subregional Wastewater Facility Master Plan
- Linda County Water District Water Master Plan



David Ferguson, PhD, P.E. C34626 | QA/QC

Dr. David Ferguson will lead our team’s Quality Assurance/Quality Control process, reviewing pre-drafts of key documents prior to submitting them to the District for review. Dr. Ferguson, PhD has extensive experience in the planning, design, construction, and operation of water supply, infrastructure, and treatment projects. David has been responsible for the evaluation and/or design of upgrades, rehabilitation, retrofit, and/or replacement for over 40 water treatment plants, 30 reservoirs, and 20 pumping stations for 15 different water utilities. Dr.

Ferguson has managed or performed technical review for numerous master plans, including:

- Linda County Water District Water Master Plan
 - City of South Gate Water, Recycled Water, and Sewer Master Plans
- Elsinore Valley Municipal Water District Canyon Lake Water Treatment Plant and Condition Assessment



Grace Chen, M.S., E.I.T. C160618 | Wastewater Master Plan Lead

Grace will work with Jennifer and David Seymour to evaluate the wastewater facilities and prepare the Wastewater Master Plan. Grace earned her Master's degree in Environmental Engineering at the University of California, Berkeley and has gained experience preparing environmental compliance reports and performing field activities during an internship with the Alameda County Water District. Since joining Kennedy Jenks in 2018, she has built upon her experience to include evaluation and design of water treatment systems, sewer system condition assessment, and water and storm system master planning, including:

- Delta Diablo Wastewater Conveyance Facilities Condition Assessment Project
- Tuolumne Utilities District Treated Water System Optimization Plan and Water Treatment Consolidation Study
- Linda County Water District Water Master Plan



David Seymour, P.E. 44270 (Washington) | Wastewater Technical Advisor

David Seymour will work with Jennifer and Grace to provide technical assistance evaluating the District's wastewater facilities and developing recommendations to improve operations. David is experienced in the evaluation and application of wastewater process models and simulators to predict, validate, and optimize treatment process performance. David's experience also includes equalization and storage design, general sewer and wastewater facilities planning, cost estimating, and hydraulic modeling. David's recent, relevant experience includes:

- Scotts Valley Wastewater Reclamation Facility Process Evaluation
- Silicon Valley Clean Water Facilities Plan Update and Clarifier Capacity Optimization
- Nevada City Lake of the Pines Wastewater Treatment Plant Expansion and Design



Claudia Llerandi, M.S., P.E. C86734 | Water Master Plan Lead

Claudia Llerandi will work with Jennifer and Todd to evaluate the water facilities and prepare the Water Master Plan. Claudia is a Professional Civil Engineer with five years of experience in water treatment, research, and consulting. Claudia is experienced in master planning and development of civil design plans, permits, and specifications for water and wastewater treatment systems and stormwater management, as well as preparation of engineering cost estimates and construction oversight. Her recent, relevant experience includes:

- Calleguas Municipal Water District Water Supply Alternative Study
- North Bay Water Reuse Authority Recycle Water Alternatives Feasibility Study
- San Francisco Public Utilities Commission Westside Recycled Water Condition Assessment and Alternatives Analysis



Todd Reynolds, M.S., P.E. C59630 | Water Treatment Technical Advisor

Todd Reynolds will work with Jennifer and Claudia to provide technical assistance in evaluating the District's water facilities and developing and evaluating recommendations to improve operations. Todd has more than 28 years of experience in evaluation and design of new WTPs and upgrades, rehabilitation, retrofit or replacement of existing WTPs and advanced water treatment projects. He has gained a strong background and practical experience in the design, construction, commissioning, and optimization of water treatment facilities. Todd was also responsible for the evaluation and design of the mobile membrane filtration plant used by Groveland CSD for the planned 2008 outage of the Hetch

Hetchy water transmission tunnel. His recent projects include:

- Vallecitos Water District Water, Wastewater, and Reclaimed Water Master Plan Update and Supplemental Environmental Impact Report
- Monterey Regional Water Pollution Control Agency Pure Water Monterey Advanced Water Treatment Facility and Pump Station Project
- San Jose Water Saratoga Treatment System Facilities Plan



Dana Strahan, T5 Operator 14497/D5 Operator 3976 | Process/Operations Specialist

Dana Strahan will work with both Wastewater and Water Master Plan teams to provide an operator's perspective of the elements of the Master Plans. Dana has 36 years of experience as a water professional spanning surface water treatment operations and maintenance, public water systems management, and WTP construction, distribution system operation and maintenance. He has first-hand experience in WTP startup and testing, operations and training, and system optimization. Dana provides input from an operations and maintenance perspective during the preliminary through final design phase of projects that has proven to be invaluable. He also helps to ensure a smooth and successful facilities startup. As the Operations Manager for the El Dorado Irrigation District, Dana managed six different treatment plants including in situ conventional treatment package conventional treatment, and membrane treatment plants.



Peter Symonds, P.E. C70891 | Structural

Peter Symonds will be the structural lead for the review of existing infrastructure and the Master Plans. Peter is a civil engineer whose primary area of experience is in structural analysis and design of buildings and tank structures in earthquake regions. His experience includes analysis, design and rehabilitation of water containing structures subjected to static and hydrodynamic loads, notably from earthquakes. His experience also includes steel, concrete, wood and concrete masonry and composite building and non-building structure design for single and multistory buildings.



Sandy Schuler, P.E. C15453 | Electrical/Instrumentation and Communications

Sandy Schuler will be the electrical lead for the review of existing infrastructure and the Master Plans. Sandy has over 26 years of experience during which the majority of her projects have been in the water and wastewater industry requiring coordination and collaboration with multi-disciplinary project teams. Typically, design starts with developing the process and instrumentation drawings, coordinating equipment/instruments with the owner, establishing SCADA and PLC signals, develop the physical plans for the process and instrumentation drawings which include onelines, load analysis, pump/motor/valve/lighting/control panel wiring diagrams, site drawings, area drawings, details, coordination with utilities, editing/writing specifications, and cost estimates at multiple percentage drawing phases.

Wastewater Conveyance Facilities Condition Assessment Project	
<p>Reference Contact: Irene O’Sullivan, P.E. Associate Engineer (925) 756-1917</p> <p>Delta Diablo 2500 Pittsburg-Antioch Hwy, Antioch, CA, 94509</p> <p>Time Period Performed: 2018 – Present (Ongoing)</p> <p>Facilities Involved: Wastewater collection facilities:</p> <ul style="list-style-type: none"> • 34,500 linear feet of sewer pipe <ul style="list-style-type: none"> ○ 6” – 42” diameter ○ Materials: DIP, PP, PVC, RCP, VCP • +100 Manhole structures 	<p>Description of Services: Kennedy Jenks assessed over 34,500 feet of gravity sewer pipe as part of a regulatory requirement to assess all infrastructure within 200 feet of a waterbody. This work required establishing tight performance requirements with the CCTV subcontractor to complete the necessary production within the demanding schedule. The gravity sewers inspected were assessed using the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) 2016 standard. The results of this effort were completed to meet the regulatory requirements and were added to a growing database of inspection data as part of the District’s centralized asset registry.</p> <p>In conjunction, Kennedy Jenks helped oversee inspection of more than 100 manhole structures. These assets have proven more critical due to operational conditions of the system and are being populated in a parallel asset registry. These data are connected to GIS to streamline illustration and comparison of risk levels with adjacent assets.</p> <p>Kennedy Jenks has also begun assessment of WWTF pipeline and force main assets in advance of the Districts’ Master Plan to better understand and manage its most critical assets.</p>
Scotts Valley Wastewater Reclamation Facility Process Evaluation	
<p>Time Period Performed: 2016-2018</p> <p>Facilities Involved: Scotts Valley Wastewater Reclamation Facility (1.5 MGD)</p> <ul style="list-style-type: none"> • Secondary Treatment Process: <ul style="list-style-type: none"> ○ Flow equalization structure ○ 2 aeration tanks ○ 2 circular secondary clarifiers ○ chlorine contact • Return Activated Sludge/Waste Activated Sludge (WAS) <ul style="list-style-type: none"> ○ WAS Conditioning Facility ○ Sludge Handling Building ○ Disposal 	<p>Description of Services: The City of Scotts Valley (City) was experiencing treatment process upsets at its 1.5-mgd Wastewater Reclamation Facility (WRF) due to suspected high-strength discharges. The City has experienced five or more treatment process upset events at its Wastewater Reclamation Facility (WRF) over the past twelve to eighteen months which have impacted recycled water production. The City selected Kennedy Jenks to evaluate the WRF secondary treatment process and recommend operational adjustments to help mitigate the recurring upsets. The evaluation concluded that the WRF cannot operate within recommended treatment ranges and remove nitrogen if the City tries to accommodate waste loading beyond the average levels seen in 2016. Through the evaluation, it was observed that the required nitrogen removal from the wastewater needed to meet recycled water production permit requirements significantly impacts the WRF to the point that the WRF is operating near its biological loading capacity. As a result of the evaluation, it was recommended that the City explore treatment process optimization opportunities, WRF facility planning, and capital improvements at the WRF to accommodate growth within the WRF’s service area. Based on discussions between the City and Kennedy Jenks, the use of a membrane bioreactor (MBR) was preliminarily identified as the most viable and preferred technology for upgrading the secondary treatment process capacity (considering primarily the current solids treatment and disposal methods used and the limited space available at the WRF for expansion).</p>

Treated Water System Optimization Plan and Water Treatment Consolidation Study	
<p>Reference Contact: Erik D. Johnson, P.E. District Engineer, (209) 532-5536 ext. 520</p> <p>Tuolumne Utilities District, 18885 Nugget Blvd., Sonora, CA 95370</p> <p>Time Period Performed: 2010-2012 and 2018</p>	<p>Description of Services: Kennedy Jenks worked as an extension of the District's staff developed seven potential consolidation alternatives to take the District's current 11 water treatment plants down to four regional water treatment plants. The study included developing and evaluating the seven alternatives and conducting an initial screening workshop to select the four most viable alternatives. This was followed up by conducting site visits, workshops, preliminary construction cost estimates, and a final screening of these four alternatives to select the preferred water treatment consolidation alternative.</p>
<p>Facilities Involved: 71 Water Storage Tanks 330 Miles of Treated Water Pipelines 17 Water Systems</p>	
<ul style="list-style-type: none"> • 14,000 Water Service Connections • 4 WTPs with Conventional Treatment and Upflow Clarifiers • 2 WTPs with Conventional Treatment and Sedimentation Basins • 2 WTPs with Conventional Treatment and Flocculation/Sedimentation Basins 	<ul style="list-style-type: none"> • 7.2 MGD Total Average Daily Demand • 2 WTPs with Conventional Treatment and Tube Settler Sedimentation Basins • 4 WTPs with Contact Clarifiers and Gravity Filtration
Water System Optimization Plan, South Tahoe Public Utility District, South Lake Tahoe	
<p>Time Period Performed: 2012-2016</p> <p>Facilities Involved: Water Distribution System:</p> <ul style="list-style-type: none"> • 16 Booster Pump Stations • 21 Wells • 23 Pressure Reducing Stations • 21 Storage Tanks • 4 Critical Pipelines • 14,000 water service connections • 32 Pressure Zones • 320 miles of potable water pipe 	<p>Description of Services: The South Tahoe Public Utility District (District) recognized a need to complete an assessment of its potable water system that serves over 14,000 residential and commercial customers and determine how the system could be optimized to provide reliable water services safely, efficiently and cost effectively. The result was a water system optimization approach that can be used by the District to guide its operations and capital investments to meet the goal of maintaining at all times a reliable potable water service. Kennedy Jenks worked closely with the District to prepare a study to evaluate the condition of the existing critical assets, developing a level of service criteria, evaluating future regulatory impacts to the water system, using evaluation criteria and risk assessment to determine the necessary improvements to optimize the water system for the next 20 years, as well as developing a CIP.</p>

Wastewater Treatment and Disposal System Feasibility Study completed for the Small Community Wastewater Grant Planning Document	
<p>Reference Contact: Erik D. Johnson, P.E. District Engineer (209) 532-5536 ext. 520</p> <p>Tuolumne Utilities District, 18885 Nugget Blvd., Sonora, CA 95370</p> <p>Time Period Performed: 2009</p>	<p>Description of Services: Kennedy Jenks was retained to develop a plan for expansion and improvements of existing regional wastewater treatment and reuse facilities for meeting current and projected growth and wastewater compliance regulations over the next 40 years in compliance with SWRCB small community grant requirements. An evaluation of the TUD Regional WWTP condition, operational and capacity challenges by process and recommendation for improvements was completed. Alternatives for improving the regional wastewater reuse and disposal facilities were developed, including alternatives for treatment, disposal and reuse such as partial surface discharge with land application and full land application of treated wastewater.</p>
<p>Facilities Involved:</p>	
<p style="text-align: center;">TUD Sonora Regional Wastewater Treatment Plant (2.9 MGD secondary-23 treatment):</p> <ul style="list-style-type: none"> • Automatic cleaning screening • Influent by-pass channel • Grit removal • Septage receiving station with pretreatment • Primary clarification • Trickling filtration • Secondary clarification • Effluent ponds • Disinfection (via sodium hypochlorite) • Solids handling facilities including anaerobic digestion, sludge dewatering by centrifuge, wedgewater filter beds with polymer pretreatment, and sludge drying beds 	
<p style="text-align: center;">Twain Harte CSD Wastewater Treatment Plant (0.25 MGD tertiary treatment):</p> <ul style="list-style-type: none"> • Anaerobic clarigester • Aeration flow equalization ponds • Trucked to RWWTP septage receiving station for treatment 	
<p style="text-align: center;">Jamestown Sanitary District (0.24 MGD secondary-23 treatment):</p> <ul style="list-style-type: none"> • Manual cleaning screening • Primary clarification • Trickling filtration • Secondary clarification • Effluent ponds • Disinfection (via sodium hypochlorite) • Solids handling facilities including anaerobic digestion, sludge dewatering by centrifuge • sludge drying bed 	
<p>Disposal Areas</p>	
<ul style="list-style-type: none"> • TUD Regional Reclamation Upper and Lower Zones (713 acres of private ranch and landscape irrigation areas, TUD/JSD owned ranch lands) • The Quartz Reservoir: location of an outfall that is used to discharge effluent to Woods Creek. 	

SECTION B METHODOLOGY AND APPROACH

The 2019 Water and Wastewater Master Plans, two separate documents, build on existing studies, evaluate existing facilities, project demands, and summarize system improvements to serve customers through 2040. The District is embarking on the Water and Wastewater Master Plans to:

- Quantify water demands and wastewater flow projections through 2040
- Evaluate critical water and wastewater system infrastructure
- Optimize the water and wastewater systems while building in system reliability
- Prioritize improvements
- Improve asset management
- Develop a 20-year roadmap for the District

Kennedy Jenks' proposed plan to prepare the Water and Wastewater Master Plans is detailed in the Scope of Work, below.

Task 1 - Project Management

Task 1.1 - Project Management, Set-up, and Invoicing

Kennedy Jenks' Project Manager will be the primary point of contact for the team to assure that mutually shared expectations are clearly communicated between the District and the Kennedy Jenks team. Our Project Manager will be responsible for supervising and coordinating project activities including tracking the project schedule and budget.

Kennedy Jenks' Project Manager will communicate with the District through project status email updates, phone calls, and if needed, in-person meetings. Kennedy Jenks will develop the necessary documents to setup this project within the Kennedy Jenks accounting system, the electronic network system for filing and internal communications, and to complete our internal health and safety plan specific to the activities on this project. Kennedy Jenks will submit monthly invoices to the District sent by email.

Task 1.2 - Quality Assurance and Quality Control (QA/QC)

We will execute our Quality Assurance/Quality Control (QA/QC) Plan that includes review of deliverables prior to the issuing to the District. In addition, an internal Concept and Criteria Review (C&CR) will be conducted with key project team members and at one Kennedy Jenks senior engineer to review the project from an outside perspective and review the big picture of the project to avoid missed opportunities and optimize project solutions. The QA/QC and C&CR reviews will be conducted by experienced staff, familiar with, but not directly involved in, the project work.

Task 1 Assumptions

- It is assumed that the final report will be completed over six (6) months.

Task 1 Deliverables

- A project schedule with deliverable dates
- Monthly invoices submitted electronically by email

Task 2 - Meetings

Task 2.1 - Kickoff meeting and Site Visit

Kennedy Jenks will develop an agenda to include applicable handouts for a project kickoff meeting with the District. Kennedy Jenks will provide a PDF version of the agenda prior to the meeting and up to ten (10) hard copies of the agenda at the meeting to be held at a District facility. Kennedy Jenks Project Manager and master plan lead staff will attend the meeting in-person and may elect to have supporting team members call into the meeting.

Following the kickoff meeting, the Kennedy Jenks team will participate in a site visit to review the District's existing infrastructure, gain a better understanding of the system design and operation, and ascertain staff concerns in order to deliver an optimized capital improvement plan. The site visit will be completed by a multidisciplinary team that will visually inspect structural, mechanical, civil, electrical, and instrumentation and controls assets.

Task 2.2 - Board Meetings

Kennedy Jenks will attend three (3) Board of Directors meetings to provide a status update of the project and one (1) Board of Directors meeting to present the final draft of the report and plans. Kennedy Jenks will submit draft presentations to the District's project manager for review and will incorporate District comments in the final presentations. Kennedy Jenks will also document questions and input from the Board of Directors.

Task 2.3 - Progress and Review Meetings

Our team will conduct project progress meetings throughout the project to provide project status updates and address issues that arise. Kennedy Jenks will meet with staff to review the administrative draft Master Plans.

Kennedy Jenks will prepare an agenda for review prior to the meetings. Meeting notes with action items will be distributed within five working days following the meeting.

Task 2 Assumptions

- Progress and review meetings will be conducted via conference call.

Task 2 Deliverables

- Meeting Presentations to the Board (in PowerPoint format)
- Meeting Agendas and Meeting Notes, PDF format

Task 3 - Data Collection and Review

Task 3.1 - Review Existing Plans and Related Documents

The project team will conduct a detailed review of the following documents identified in the RFP:

- 2001 GCSD Wastewater and Water Master Plans
- 2002 Septic System/Water Quality Study Report
- 2015 Urban Water Management Plan
- 2015 Water Rate Analysis
- 2018 GCSD Groveland/Big Oak Flat Water Distribution System Improvements Plan funded under a SWRCB Planning Grant
- 2018 GCSD Wastewater Collection System Improvements Plan funded under a SWRCB Planning Grant
- 2018 Sewer Rate Study
- Tuolumne County General Plan

Kennedy Jenks will also prepare an information request for additional information (i.e. historic water consumption and production data, wastewater flow and quantity, facility as-built information, GIS files, planning documents, etc.) to be used in demand analysis and projections.

Task 3 Assumptions

- The District will provide information in digital format.
- Customer billing data that is either already in or can readily be translated to a Microsoft Excel spreadsheet

Task 3 Deliverables

- None

Task 4 - Water System Analysis

Task 4.1 - Water Demands and Projections Analysis

Kennedy Jenks will perform a hydraulic analysis of the water system and calculate the District's current and projected demands through year 2040.

Water demands will be tabulated to determine seasonal and annual variations. The tabulated water demands will be compared with the 2001 Master Plan's calculated unit demands and

demand projections. A water loss estimate will be provided based on the difference between deliveries and meter billing records. It is assumed that the customer billing data contains valid and accurate addresses for every customer. This data will be utilized to geo-locate water demand in the service area utilizing GIS-based tools. The geo-located water demand will be utilized in the hydraulic model for analysis. One set of ultimate demands will be developed based on land use information for undeveloped areas.

Demand projections will be calculated based on land use and population. The two methods will be detailed and compared in the Water Master Plan. Demand projections will also take into consideration the effect of water conservation on water demand.

Projections for future growth and fire flow needs, as determined by California Waterworks Standards, 2016 California Fire code and Tuolumne County requirements, will be calculated and conveyed in the Water Master Plan.

Average annual demands will be developed from the monthly customer billing data. Operations reports and data will be utilized to develop peak hour, maximum day, and winter day demands. The peak hour and maximum day peaking factors will be compared to the recommendations of the 2001 Master Plan. One diurnal curve for maximum day demand and one diurnal curve for low winter day demand will be developed based on operations reports and data. The spreadsheet utilized to develop the diurnal curves will be provided to the District for internal use.

Optional Task: Develop Network Computer Model

As an optional task, Kennedy Jenks would develop an all-pipe hydraulic model of the water distribution network utilizing Innowyze InfoWater software. The model will include the District's major water facilities such as pump stations, transmission pipelines, pumps, and storage tanks.

Task 4.2 - Evaluation of Existing Water Facilities

District staff and Kennedy Jenks team will together review the District's existing infrastructure and summarize the available data on the existing distribution system in a tabular format. A description of the size, condition (if known), and design parameters for all facilities will be prepared, and deficiencies noted. Kennedy Jenks will prepare a template with input by District staff to be used to review existing infrastructure.

Kennedy Jenks will prepare a desktop evaluation of critical water infrastructure which includes water pump stations, water treatment plants, pressure reducing valves, water storage tanks, the distribution system, and fire hydrants. The Water Master Plan will identify the evaluation criteria and methodology for the evaluation. Recommendations for each facility will also be identified in the Water Master Plan and Water Capital Improvement Plan.

The Water Treatment Plant Evaluation consists of the following:

- a. Water source quality, capacity and reliability evaluation
- b. Filtration avoidance, current/future including cost of operation with and without filters
- c. Alternate Water Supply (current temporary plants)
- d. Plant Performance
- e. Regulatory impacts
- f. Equipment/Asset Condition Assessment

The Water Distribution System Evaluation consists of the following:

- a. System Evaluation Criteria
- b. System Asset Inventory, Age and Condition, Maintenance
- c. System Operation
- d. Improvements Planned and Designed with 2018 SWRCB Planning Grant
- e. Pressure Zones
- f. Consumption demands and source, transmission/distribution capacity analysis
- g. Storage analysis

Task 4.3 – Water Capital Improvement Plan Preparation

Based on the evaluation of existing water facilities, improvement alternatives for the Water Treatment Plant and distribution system will be developed. Proposed distribution system improvements will include reliability, regulatory, capacity, and efficiency improvements. Maintenance Improvement and an Asset Management Program Development will also be addressed.

A quantitative and qualitative evaluation based on economic, operational, environmental and social considerations, will be developed in conjunction with District staff to evaluate the list of alternatives. Kennedy Jenks will develop a prioritized list of recommended **immediate, short-term, and long-term** capital improvement projects along with cost estimates. A detailed description of the assumptions will be provided, including current Engineering News Record (ENR) Construction Cost Index (CCI) basis, unit costs, and contingencies used to estimate planning, design, and construction support effort costs. Construction cost estimating will be based on industry standards for planning, budgetary-level estimates. The Water Master Plan report will provide figures, tables, and text to describe aspects of the District's system and the results of the analyses.

Task 4 Assumptions

- Water system analyses will be conducted using Microsoft Excel
- Customer billing data, provided by the District, contains valid and accurate addresses for every customer
- The District will provide an up to date land use map (GIS format)
- Design criteria for pressure, pipeline fluid velocity, pipeline roughness coefficients, and fire flow requirements will be provided, based on industry standards

Task 4 Deliverables

- Summary Table of District's Existing Water Infrastructure (Electronic file, PDF Format)
- Water System Improvement Alternatives Table (Electronic file, PDF Format)
- Draft and Final Water Capital Improvement Plan and Project Costs (Electronic file, PDF Format)

Task 5 - Water Master Plan

Task 5.1 - Prepare Administrative Draft Water Master Plan

The Administrative Draft Water Master Plan will be prepared, summarizing the work performed under the Water System Analysis. The report will include cost estimates, exhibits, and maps that delineate proposed modifications or improvements. The report will also review water system connections fees.

Task 5.2 - Public Review Draft Water Master Plan

The Public Review Draft Water Master Plan will be prepared based on comments received from the District on the Administrative Draft Report.

Task 5.3 - Draft Final Water Master Plan

The Draft Final Water Master Plan will be prepared based on comments received on the Public Review Draft Water Master Plan. An executive summary describing the project and methodology will be included in the report.

Task 5.4 - Final Water Master Plan

The Final Water Master Plan will be prepared based on comments received on the Draft Final Water Master Plan.

Task 5 Assumptions

- The District will provide one set of consolidated comments on each draft Water Master Plan.

Task 5 Deliverables

- Administrative Draft Water Master Plan (Electronic file, PDF Format)
- Public Review Draft Water Master Plan (10 bound hard copies and electronic file, PDF Format)
- Draft Final Water Master Plan (10 bound hard copies and electronic file, PDF Format)
- Prepare Final Water Master Plan (one (1) unbound copy, 10 bound hard copies and electronic file, PDF Format)

Task 6 - Wastewater System Analysis

Task 6.1 - Conduct Wastewater System Analysis

Kennedy Jenks will perform a hydraulic analysis of the wastewater system and calculate the District's current and projected flows through year 2040.

Wastewater flows will be tabulated to determine seasonal and annual variations. The tabulated wastewater flows will be compared with the 2001 Master Plan's calculated flows and flow projections. The analysis will also take into consideration the effect of conversion of septic systems to public sewer and the effect of water conservation on wastewater discharges.

It is assumed that the customer billing data contains valid and accurate addresses for every customer. This data will be utilized to geo-locate flow projections in the service area utilizing GIS-based tools. The geo-located flow projections will be utilized in the hydraulic model for analysis. One set of ultimate flows will be developed based on land use information for undeveloped areas. Flow projections will be calculated based on land use and population. The two methods will be detailed and compared in the Wastewater Master Plan.

Optional Task: Flow Monitoring and I&I Analysis

As an optional task, Kennedy Jenks would develop an infiltration and inflow (I&I) study with flow monitoring. This desktop analysis would help the District identify the extent of the I&I issues by examining a storm event. Reduction in I&I will help the wastewater treatment plant operate more efficiently.

Task 6.2 - Evaluation of Existing Wastewater Facilities

The Kennedy Jenks team will review the District's existing infrastructure, and summarize the available data on the existing distribution system in a tabular format. A description of the size, condition (if known), and design parameters for all facilities will be prepared, and deficiencies noted. Kennedy Jenks will prepare a template with input by District staff to be used to review existing infrastructure.

Kennedy Jenks will prepare a desktop evaluation of critical wastewater infrastructure which includes water sewer lift stations, sewer collection system, wastewater treatment facility and disposal facilities. The Wastewater Master Plan will identify the evaluation criteria and methodology for the evaluation. Recommendations for each facility will also be identified in the Wastewater Master Plan and Wastewater Capital Improvement Plan.

The Wastewater treatment evaluation consists of the following:

- a. Wastewater loading and quality
- b. Wastewater treatment regulations
- c. Plant performance
- d. Equipment/Asset Condition Assessment

- e. Effluent disposal alternatives
- f. Biosolids management

The existing collection System Description and Evaluation consists of the following:

- a. SSO, failure, complaint history (such as odor)
- b. System Evaluation Criteria
- c. System Asset Inventory, Age and Condition, Maintenance
- d. Improvements Planned with 2018 SWRCB Planning Grant
- e. Current and future flows by lift station/capacity evaluation
- f. Gravity sewer and force main capacity

Optional Task: Septic to Sewer Conversion

As an optional task, Kennedy Jenks would develop flow projections under the conditions where existing septic customers convert to sewer. The costs associated with the conversion from septic to sewer would also be developed under this optional task. Summary tables describing main cost components and potential funding for the recommended project will be prepared.

Task 6.3 - Wastewater Capital Improvement Plan Preparation

Based on the evaluation of existing wastewater facilities, improvement alternatives for the Wastewater Treatment Plant and collection system will be developed. Proposed Wastewater Treatment Improvement Alternatives will include immediate and short-term response measures (1-5 years) and long-term alternatives (5-20 years). Collection System Proposed Improvements and alternatives will include Immediate, short term and long-term pipeline improvements and immediate, short term and long-term lift station improvements. Maintenance Improvement and Asset Management Program Development will also be addressed.

A quantitative and qualitative evaluation based on economic, operational, environmental and social considerations, will be developed in conjunction with District staff to evaluate the list of alternatives. Kennedy Jenks will develop a prioritized list of recommended **immediate, short-term, and long-term** capital improvement projects along with cost estimates. A detailed description of the assumptions will be provided, including current Engineering News Record (ENR) Construction Cost Index (CCI) basis, unit costs, and contingencies used to estimate planning, design, and construction support effort costs. Construction cost estimating will be based on industry standards for planning, budgetary-level estimates. The Wastewater Master Plan report will provide figures, tables, and text to describe aspects of the District's system and the results of the analyses.

Task 6 Assumptions

- District will provide the Wastewater model
- Wastewater system analyses will be conducted using Microsoft Excel
- Customer billing data, provided by the District, contains valid and accurate addresses for every customer

- Design criteria for the collection system is based on industry standards

Task 6 Deliverables

- Summary Table of District's Existing Wastewater Infrastructure (Electronic file, PDF Format)
- Wastewater System Improvement Alternatives Table (Electronic file, PDF Format)
- Draft and Final Wastewater Capital Improvement Plan and Project Costs (Electronic file, PDF Format)

Task 7 - Wastewater Master Plan

Task 7.1 - Prepare Administrative Draft Wastewater Master Plan

The Administrative Draft Wastewater Master Plan will be prepared, summarizing the work performed under the Wastewater System Analysis. The report will include cost estimates, exhibits, and maps that delineate proposed modifications or improvements. The report will also review wastewater system connections fees.

Task 7.2 - Public Review Draft Wastewater Master Plan

The Public Review Draft Wastewater Master Plan will be prepared based on comments received from the District on the Administrative Draft Report.

Task 7.3 - Draft Final Wastewater Master Plan

The Draft Final Wastewater Master Plan will be prepared based on comments received on the Public Review Draft Water Master Plan. An executive summary describing the project and methodology will be included in the report.

Task 7.4 - Final Wastewater Master Plan

The Final Wastewater Master Plan will be prepared based on comments received on the Draft Final Wastewater Master Plan.

Task 7 Assumptions

- The District will provide one set of consolidated comments on each draft Wastewater Master Plan.

Task 7 Deliverables

- Administrative Draft Wastewater Master Plan (Electronic file, PDF Format)
- Public Review Draft Wastewater Master Plan (10 bound hard copies and electronic file, PDF Format)
- Draft Final Wastewater Master Plan (10 bound hard copies and electronic file, PDF Format)

- Prepare Final Wastewater Master Plan (one (1) unbound copy, 10 bound hard copies and electronic file, PDF Format)

Task 8 - Public Relations and Outreach

Task 8.1 - Draft Press Release and Informational Flyer

Kennedy Jenks will prepare a draft press release and a draft informational flyer that summarizes the Water and Wastewater Master Plan project findings and recommendations. The public outreach materials will emphasize the importance of the Master Plan and Capital Improvement Plan implementation.

Kennedy Jenks will provide recommendations to the District for ways to obtain the understanding and support of customers, jurisdictions, other agencies and stake holders for implementation of the Plan.

Task 8 Assumptions

- None

Task 8 Deliverables

- Draft press release (Electronic file, Word .docx Format)
- Draft informational flyer (Electronic file, Word .docx Format)

OPTIONAL TASK: Financial and Funding Opportunities Analysis

As an optional task, Kennedy Jenks would develop a financial analysis to meet grant requirements and develop a cash flow plan for the recommended projects. Summary tables describing main cost components and potential funding for the recommended project will be prepared.

Milestones

The RFP indicates that the Water and Wastewater Master Plans will be completed and submitted to the District within 180 days. The District anticipates selecting a consultant in July 2019 and the contract is estimated to be executed within a month. The schedule, below, assumes a notice-to-proceed date of August 12, 2019.

Milestones	Duration	Estimated Dates
Notice-to-Proceed		8/12/2019
	Within 2 Weeks of	
Kickoff Meeting and Site Visit	NTP	8/23/2019
Data Collection and Review	2 Weeks	8/28/2019
Water & Wastewater Demands and Projections Analysis	2 Weeks	9/11/2019
Evaluation of Existing Water & Wastewater Facilities	2 Weeks	9/25/2019
Water & Wastewater Capital Improvement Plan Preparation	2 Weeks	10/9/2019
Prepare Administrative Draft Water & Wastewater Master Plan	2 Weeks	10/23/2019
Review Period	2 Weeks	11/6/2019
Administrative Draft Master Plan Review Meeting	1 day	11/12/2019
Public Review Draft Water & Wastewater Master Plan	2 Weeks	11/26/2019
Review Period	4 Weeks	12/24/2019
Draft Final Water & Wastewater Master Plan	2 Weeks	1/7/2020
Review Period	2 Weeks	1/21/2020
Final Water & Wastewater Master Plan	2 Weeks	2/4/2020
	25 Weeks Total	

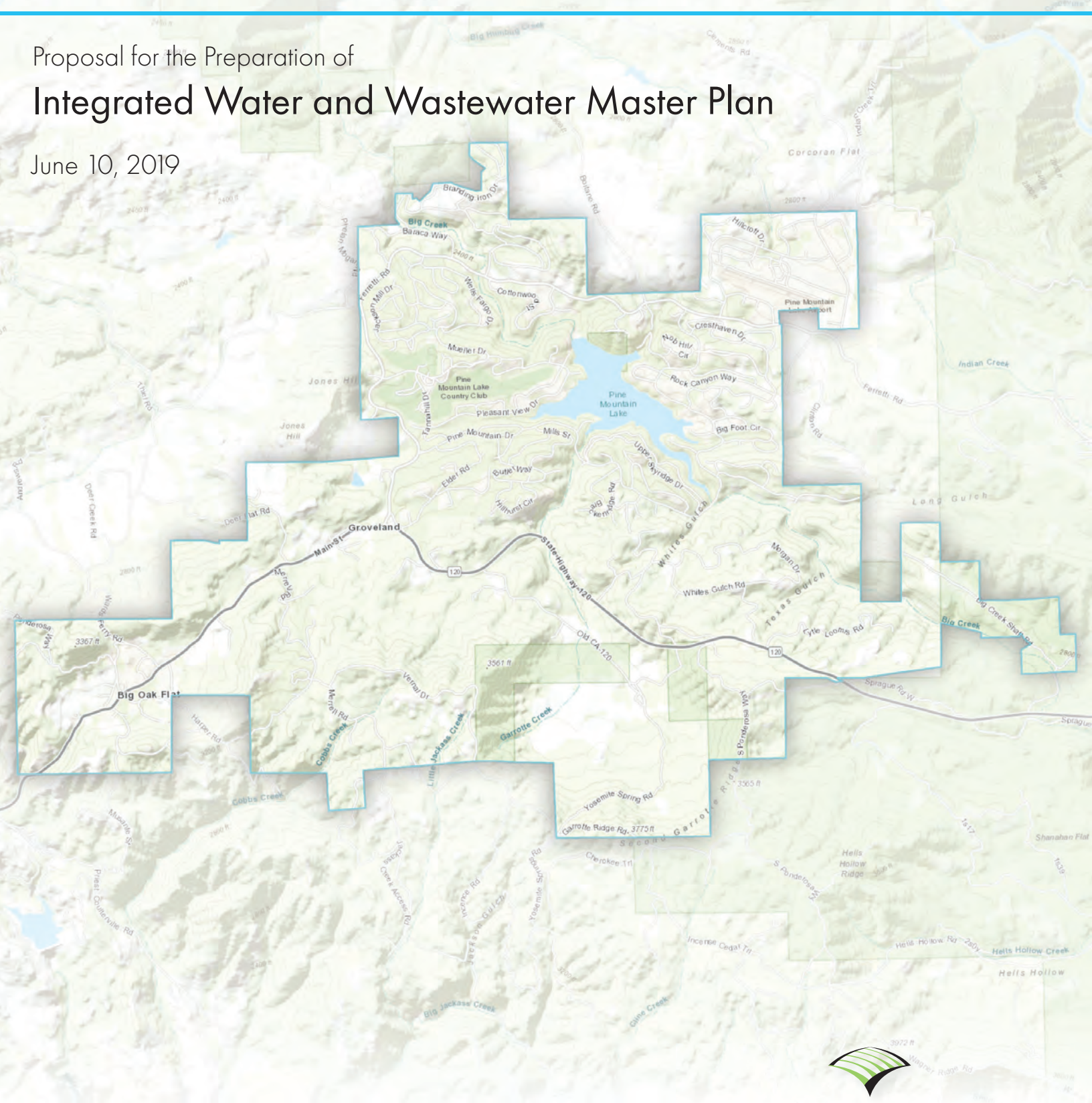
Contact:

Tim Williams, PE
Principal-in-Charge

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
Office: 916-858-2700 | Direct: 916-858-2722
Mobile: 916-849-3262

Proposal for the Preparation of Integrated Water and Wastewater Master Plan

June 10, 2019



June 10, 2019

Mr. Peter Kampa
General Manager
Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321

RE: Proposal for the Integrated Water and Wastewater Master Plan

Dear Mr. Kampa:

Wood Rodgers, Inc. (Wood Rodgers) is pleased to submit our Proposal to the Groveland Community Services District (GCSD or District) to demonstrate our experience and expertise in preparing Water and Wastewater Master Plans. We are confident that GCSD will find our team of dedicated professionals and technical experts more than capable of successfully delivering all the elements of this Integrated Water and Wastewater Master Plan Project.

The Wood Rodgers Team will utilize a proven approach to successfully deliver this project for GCSD. The approach has been developed and refined over 20 years of water and wastewater master planning experience throughout California. A few of the benefits that the Wood Rodgers Team provides GCSD are as follows:

- **Project Manager with Extensive Master Planning Experience** | Our proposed Project Manager, **Mr. Kevin Gustorf, PE**, has over 20 years of experience in water and wastewater system modeling, analysis and master planning for public agencies. Previous relevant projects and experience include the development of water and wastewater system hydraulic models and master plans for the Monte Vista Water District, City of Thousand Oaks, City of Del Mar, City of Ventura, City of Simi Valley, California American Water Company – Ventura District, Scotts Valley Water District, Laguna Beach County Water District, City of Beverly Hills, City of Glendora and the El Toro Water District. Each of these projects included elements that are relevant to this scope of work.
- **Project Team Familiarity** | Our Project Manager and Project Engineer, **Mr. Karl Meier, PE**, have worked together on water and wastewater planning projects for over 15 years. Mr. Gustorf and Mr. Meier have successfully delivered water and wastewater system planning projects for the El Toro Water District, City of Ventura, City of Thousand Oaks, City of Santa Barbara, and the Montecito Water District. Mr. Meier previously served as the District Engineer for the Montecito Water District, providing him with valuable experience managing the operation and maintenance of a public water system.
- **Multi-Discipline In-House Team** | Wood Rodgers is a multi-disciplined firm that prides itself on providing our clients with the resources and expertise to deliver all elements of a project. The team assembled for this project provides expertise in all elements of water and wastewater system planning, design and operation. The Wood Rodgers staff assigned to this project will be based in our Sacramento office. Our in-house team members include California registered professional civil engineers familiar with water and wastewater system design and operation.
- **Groveland Community Experience** | Wood Rodgers has partnered with RBC Resources to provide an in-depth analysis and discussion of the water system, wastewater system and impacts to the local community. **Mr. Ron Craig** has over 35 years of experience in the California water industry. Mr. Craig was actively involved in

the preparation of the GCSD Water and Sewer master Plans from 2001, as well as the Septic System/Water Quality Study from 2002. Mr. Craig has property and family located in Groveland, and has a thorough understanding of the local community and political concerns. Mr. Craig brings a unique perspective and institutional knowledge to this Project.

I, Mr. Kevin Gustorf, PE will serve as the Principal-in-Charge and Project Manager for the project. As a Principal with Wood Rodgers I have full authority to contractually bind the firm and allocate additional staff resources as needed to ensure the project's success. The team has full availability to dedicate to this project and are ready to begin work immediately. I will serve as the primary point-of-contact for contractual purposes as well as day-to-day operations once the project is underway.

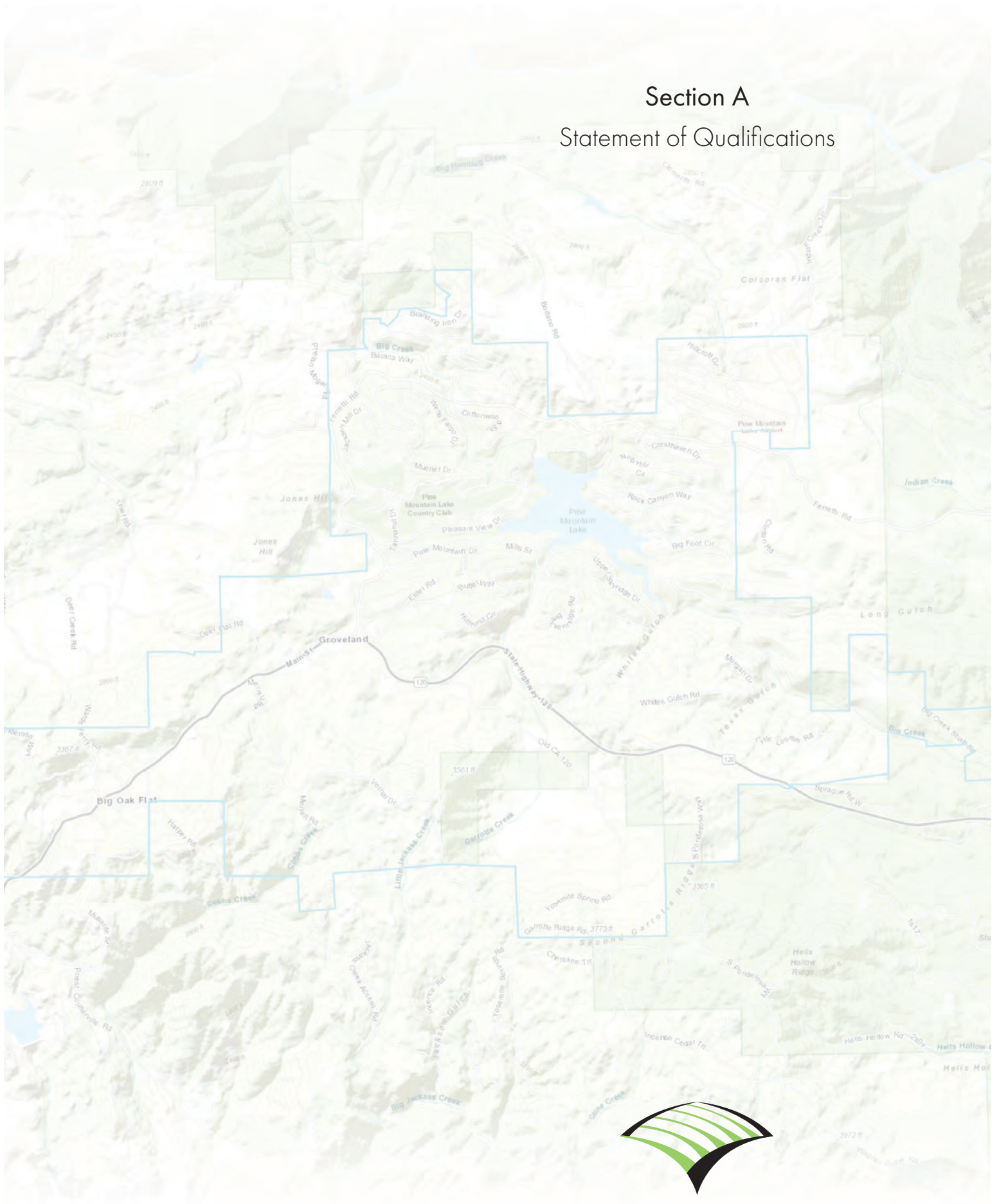
We look forward to discussing this project more thoroughly in person or at an interview, and welcome any questions you may have in the meantime. I can be reached by phone at (916) 341-7425 or can be contacted via email at kgustorf@woodrogers.com. We look forward to the opportunity to work with the GCSD Team and successfully delivering this important project.

Sincerely,

Kevin Gustorf, PE
Principal/Project Manager

Section A

Statement of Qualifications

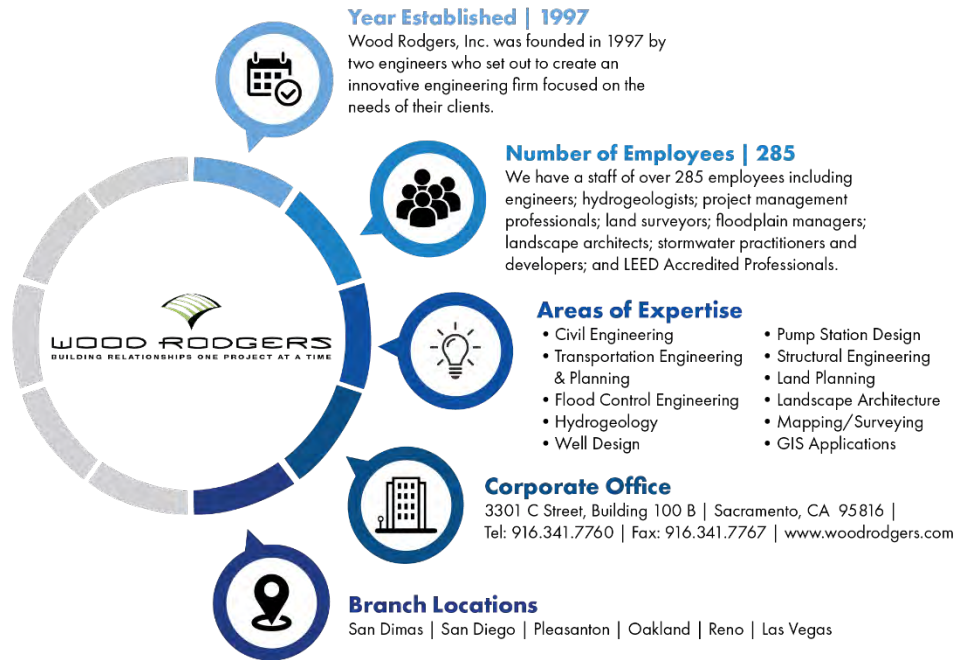


A. STATEMENT OF QUALIFICATIONS

Wood Rodgers, Inc.

For over 20 years Wood Rodgers staff has developed a highly capable water resources practice with a focus on water systems, wastewater systems, flood control and groundwater development. Wood Rodgers has recently expanded its water resources capabilities by adding technical expertise in water system and wastewater system hydraulic modeling, system analysis, condition assessment, and master planning. We are

recognized as industry leaders and experts in water and wastewater system hydraulic modeling, and especially within the InfoWater and InfoSewer platform. Our in-house hydraulic modeling experts are seasoned professional engineers, with well-rounded experience in groundwater planning and water system operation, analysis, planning and design. Wood Rodgers is a California corporation.



Subcontractors Information

RBC Resources

RBC Resources provides a broad range of consulting and agency services associated with the water resources industry. They specialize in planning, project and program implementation, management, and finance. They are a proven leader providing clients effective representation and strategic guidance.

Coleman Engineering

Coleman Engineering, Inc. is a private consulting engineering firm focused entirely on water and wastewater engineering. Coleman Engineering was established in 2010 and currently has eight full-time staff. Two of our professionals are licensed Professional Engineers in California, with additional registrations in the states of Nevada, Utah, Washington and Idaho. Our company president and principal engineer, Chad Coleman PE is also a Certified Grade 3 Water Treatment Operator in California.



Organizational Chart

The successful completion of any project requires technical competence and managerial skills of the assigned personnel, development of a thorough work plan, and understanding of the client’s needs. For this project, we have assembled a team of highly qualified and experienced professionals whose skills meet these requirements, and whose qualifications and responsibilities are tailored to the project objectives.

All team members listed on the organizational chart below will be available through completion of the project. There will be no substitutions of any team without receiving approval in writing from GCSD. The following pages are brief biographies for our team members. Full resumes can be provided upon request.



- | | | | | |
|--|--|---------------------------------------|----------------------|------------------|
| Funding Specialist | WWTP Evaluation | WTP Evaluation | System Evaluation | GIS |
| ■ Chad Coleman, PE
■ Simon Gray, PE | ■ Chad Coleman, PE
■ Simon Gray, PE | ■ Jeff Lodge, PE
■ Eddie Gosse, PE | ■ Luke Philbert, EIT | ■ Jonathan Faoro |

- [Optional Services]
- | Sewer Flow Monitoring/I&I Study |
- ADS Environmental Services

Resumes for Key Personnel

Kevin Gustorf, PE | Principal-in-Charge/Project Manager

Education: BS, Civil Engineering, Loyola Marymount University, 1999

Registrations: Registered Professional Engineer California No. 64755 | Nevada No. 18880

Mr. Gustorf is a registered professional engineer with 20 years of leadership and expertise in the water resources field. His experience in water resource engineering includes the planning, design, construction and management of a wide variety of projects for local municipal public works agencies, special districts and private sector clients throughout the state of California. His diverse project experience includes water and wastewater master planning, hydraulic modeling, hydraulic analysis and studies.

Mr. Gustorf has managed projects ranging from small task orders, to large multi-discipline, complex projects with multi-million dollar design fees. As project manager, he has maintained the goal to deliver quality projects for clients, meeting the financial expectations of the firm. He has managed hundreds of projects, all of which have met or come below budgets. In addition, clients have regularly executed follow-up on-call agreements due to the high-level of service and quality.

Mr. Gustorf has successfully managed water master plan projects for the Scotts Valley Water District, Monte Vista Water District, City of Del Mar, Laguna Beach County Water District, Ventura County Waterworks District No. 8 (Simi Valley), City of Ventura, City of Thousand Oaks, California American Water – Ventura District, and the El Toro Water District; and wastewater master plan projects for the City of Del Mar, El Toro Water District, Port of Long Beach, City of Glendora and City of Beverly Hills.

Paul Klein, PE | Quality Assurance/Quality Control

Education: BS, Civil Engineering, Loyola Marymount University, 1988

Registrations: Registered Professional Civil Engineer, California No. 48367

Mr. Klein has over 30 years of experience in the preparation and management of land development, public works and water resources projects for public agencies, including regional multi-agency jurisdictions. For these projects, his work includes site investigations, plans and specifications, cost estimates, identification of grant funding opportunities, agency coordination and approvals, permitting, and construction assistance. As a principal-in-charge and project manager, Mr. Klein has been responsible for coordinating and directing the work of multidisciplinary project teams that included both in-house staff and multiple outside subconsultants. He has proven his ability on numerous public works projects to communicate effectively with public agency staff, permitting and approval agencies, and community stakeholder groups, while maintaining compliance with budget and schedule goals. Mr. Klein has also served as project manager on major pipeline design projects, pumping station projects, reservoirs, and treatment facilities.

Karl Meier, PE | Project Engineer

Education: BS, Civil Engineering, New Mexico State University (Honors), 2003

Registrations: Registered Professional Civil Engineer, California No. 71713

Mr. Meier has over 15 years of experience as both a consultant and as a District Engineer for a public agency. He has extensive experience in the preparation of comprehensive master plans for domestic water distribution systems and wastewater collection systems for large municipal systems, as well as the design of wastewater infrastructure such as pipelines and pump stations. Mr. Meier also has construction management and inspection experience related to public works projects including water infrastructure, park improvements, and ADA improvements. He is extremely proficient with a variety of software applications including Microsoft Office Suite (Excel, Word, PowerPoint, Project), AutoCAD, H2OMAP hydraulic modeling software (Water and Sewer), InfoWater and InfoSewer hydraulic modeling software.

Jeff Lodge, PE | Water Treatment Plant Evaluation

Education: BS, Civil Engineering, California Polytechnic State University, San Luis Obispo

Registrations: Registered Professional Civil Engineer, California No. 55828

Mr. Lodge has 27 years of experience on a variety of public works and capital improvement projects including well equipping design, pipeline and pump station design, facility retrofits, water and wastewater treatment and conveyance system design, sewer design, and construction management. He has managed water development projects for private and public clients and facilitated project success through solid project planning, communication, and execution. In addition, he has led pilot studies for various potable water treatment alternatives offering recommendations based on the overall constituent removal, capital cost of construction, and annual operation and maintenance costs. Mr. Lodge's areas of specialization include design, inspection, field support services, and contract administration for civil infrastructure projects including pump stations, water treatment plants, and water conveyance systems.

Eddie Gosse, PE | Water Treatment Plant Evaluation

Education: BS, Mechanical Engineering, California State University, Sacramento, 1998

Registrations: Registered Professional Mechanical Engineer, California No. 32246



Mr. Gosse has over 20 years of experience as a mechanical/process engineer and technical leader. His professional experience encompasses feasibility planning, design and engineering, technical leadership, construction engineering support, and startup operations for a wide variety of agricultural and municipal water and wastewater projects. He has served in lead design and supervisory roles on numerous projects, and is adept at working with intra-disciplinary teams.

He has authored feasibility memos and reports, and has performed detailed engineering, modeling, and design for raw, treated, storm, and waste water pump stations, chemical treatment systems, trash racks, fish screens, piping systems, and other process equipment. Specialty areas of design include conventional and injection/extraction well equipping, pump stations, chlorination and fluoridation treatment, aeration treatment, vacuum pump assisted siphons, sediment suspension systems, solids handling, and various other aspects of water and wastewater treatment and conveyance. He has also provided startup assistance through troubleshooting and diagnosing operational issues for multiple projects.

Luke Philbert, EIT | Capacity Evaluation

Education: MS, Water Engineering, California Polytechnic, San Luis Obispo, 2015
BA, Environmental Studies/Economics, University of California, Santa Cruz, 2008

Registrations: Registered Professional Engineer-in-Training, California No. 154328

Mr. Philbert is a Project Engineer with over six years of experience in water, wastewater, and recycled water projects. His project experience covers a wide range of assignments in planning, design, and project management, including: master planning, infiltration/inflow studies, hydraulic modeling, funding support, regulatory compliance, feasibility studies, plans and specifications, and construction management. Mr. Philbert is an expert in the InfoWater modeling platform and has extensive experience working with ESRI.

Jonathan Faoro | GIS Support

Education: BA, Physical Geography/GIS-Spatial Analysis, California State University, Sacramento, 2002

Mr. Faoro has over 17 years of GIS experience, including implementation of GIS applications for transportation, public works, municipal planning, and natural resources management projects. He is knowledgeable of the latest GIS software and technologies, including the ArcGIS Desktop Suite, ArcGIS Server, ESRI Business Analyst Online, ESRI ArcGIS Online Mobile GIS Application Suite, Web Application Builder, Trimble TerraSync and Trimble Pathfinder Office GPS software, ERDAS Imagine, and several ArcGIS extensions. He is very familiar with geographic information databases and has been responsible for data capture/creation, management, and analysis for a multitude of projects in the nation.

RBC Resources

Ron Craig | Project Advisor

Education: MA, Leadership and Organization Studies, Azusa Pacific University, 2006
BA, Business Administration, University of Redlands
Architectural Engineering studies, Arizona State University

Certifications: Certified Advanced Project Manager, AMA
Certificate, Public Finance, University of California at Los Angeles
FAA Licensed Pilot

Mr. Craig has extensive experience in the water and wastewater industry and has been directly responsible for implementation of a wide variety of critical water and wastewater expansion and resiliency improvements. He



has over 40 years of overall experience. As Principal at RBC Resources, Mr. Craig provides a broad range of consulting and agency representation services associate with the Water Resources industry. Prior to forming RBC Resources, he served as Senior Vice President for RBF Consulting/MBI leading the West Region Water Practice. During that time and through present assignments, he has led the successful development of a variety of major water and wastewater infrastructure projects. He has supervised the development of master plans, feasibility studies, and the preparation of detailed capital improvement programs. He has expertise in planning, project and agency management representation and administration, and overall program implementation.

Mr. Craig has a long- standing community involvement with Groveland, Big Oak Flat and Pine Mountain Lake. He has a full appreciation for the unique characteristics and challenges of the area.

Additionally, he served as Engineering Manager of a local retail water supply and wastewater agency for 10 years.

Coleman Engineering

Chad Coleman, PE | Funding Specialist | WWTP Evaluation

Education: MS, Civil Engineering, Brigham Young University
BS, Civil Engineering, Brigham Young University

Registrations: Registered Professional Engineer, California No. 56490
Water Treatment Plant Operator, CA, Grade 3

Mr. Coleman has over 25 years of experience planning, designing, and managing construction of water and wastewater infrastructure and facilities. He is experienced with the planning, design, and construction management of wastewater collection system rehabilitation projects, wastewater lift stations, wastewater treatment plants, municipal wells, water treatment plants, water storage tanks, transmission and distribution piping, and water booster pump stations.

Simon Gray, PE | Funding Specialist | WWTP Evaluation

Education: BSc (Eng.) (Hons), Civil Engineering, Imperial College of Science and Technology, University of London, United Kingdom
Certificate in Business Administration, Hong Kong Management Association / Wolsey Hall, Oxford, United Kingdom
Leadership Course, Ashridge Business School, Ashridge, United Kingdom

Registrations: Registered Professional Engineer, California No. 60311

Mr. Gray has 36 years of varied and broad-based technical and managerial experience covering all aspects of project implementation. His career includes planning studies, condition assessment, design, contracting, project and construction management in the United States and abroad. He also has heavy civil engineering experience beyond water engineering that includes roads, bridges, power stations, buildings, and airports.

Team Qualifications

Water and Sewer Master Plan Updates | Del Mar | CA | 2015

Tim Thiele | MBI | (760) 603-6243

Project Highlights | GIS Update | Hydraulic Model Development, Calibration and Analysis | Condition Assessment | Master Plan | CIP

Prepared a Water and Sewer Master Plan Update for the City of Del Mar to help the City identify improvement projects that will help each system operate more efficiently. The City is primarily built out and significant increases in demand are not expected. Performed a condition assessment of the tanks and reservoirs within the system and analyzed the hydraulic model to determine if the existing storage and pump station operation was the most efficient and reliable for the City. For the wastewater collection system, the City asked to evaluate the capacity of the system to be able to convey a majority of the wastewater flow to a new outlet discharge, on the opposite side of the City. This required a comprehensive hydraulic model and pump station capacity analysis. The project included the following tasks: Documenting and Analyzing Historical and Existing Water Demands and Wastewater Flows; Updating and Calibrating a Water Hydraulic Model using InfoWater; Developing and Calibrating Sewer Hydraulic Model using InfoSewer; Performing a Condition Assessment of the Water Facilities; Analyzing the Capacity and Operational Efficiency of the Water Distribution System; Analyzing the Capacity of the Sewer Collection System; Documenting the Results, Findings and Recommendations and Preparing a combined Master Plan Report; Preparing a 10-Year Capital Improvement Program.

Water Master Plan Update | Ventura | CA | 2013

Susan Rungren, PE | Ventura Water | (805) 652-4523

Project Highlights | Water Facility Condition Assessment | GIS Update | Hydraulic Model Development, Calibration and Analysis | Master Plan | CIP

While with a previous firm, Mr. Gustorf provided Project Management services and Mr. Meier provided Project Engineer services for the City to prepare a comprehensive Water Master Plan. The project included the preparation of a water system condition assessment to evaluate the current external physical condition and the general operational condition of the City's major potable water facilities. The results of the condition assessment were incorporated into the Water Master Plan to be used by the City to plan and budget future infrastructure improvement projects. The work was performed in three phases: information gathering, data analysis, and Master Plan preparation. Information gathering included ArcGIS geodatabase, record drawings, and operations and maintenance (O&M) logs. Data analysis consisted of identification of opportunities for improved operational efficiency. This included a risk/failure analysis of the system piping to identify risk pipelines and needs. Asset Master Plan preparation included development of an implementation model that identifies specific projects, estimated capital cost, and prioritization of improvements. The implementation model also includes the planned replacement of all major elements of the water supply and distribution facilities based on age, condition, and expected remaining useful life. Specific project tasks included asset data compilation, verification, and review; condition assessment workshop; determination of system operating characteristics; asset condition assessment; replacement cost estimates; pipeline risk-failures analysis; and asset replacement/improvement recommendations. The assessment included 62 miles of distribution pipelines, six wells, four treatment plants, 11 pumping stations, and nine reservoirs. Mr. Meier performed site visits to identify and evaluate the conditions of piping configurations and mechanical equipment, external coatings and



corrosion, SCADA/telemetry equipment, structural features, and electrical equipment. Safety conditions were also evaluated.

Comprehensive Sewer Master Plan | Long Beach | CA | 2010-12

John Chun, PE | Port of Long Beach | (562) 590-4143 ext. 3257

Project Highlights | Lift Station Condition Assessment | GIS Updates | CCTV | Hydraulic Model | CIP | Master Plan

While with a previous firm, Mr. Gustorf provided Project Management and engineering services to the Port of Long Beach for its sewer master plan and capital improvement program within the Harbor District. Services included developing and analyzing a hydraulic model of the sewer system, updating the geographic information systems (GIS), performing closed circuit television (CCTV) inspection of 24 miles of pipeline, performing a condition assessment of 449 manholes and 40 lift stations, performing a flow monitoring and inflow and infiltration (I&I) study, and preparing a sewer master plan and capital improvement program.

Water Master Plan | Laguna Beach County Water District | CA | 2014

Eric Callahan | Laguna Beach County Water District | (949) 464-3113

Project Highlights | GIS Updates | InfoWater Hydraulic Model | Water Supply Alternatives | Master Plan | CIP

While with a previous firm, Kevin provided Project Management and engineering services to Laguna Beach Water District (District) for development of a domestic water master plan. Services included evaluation of the District's existing computer system network and make recommendations for upgrading the existing system; implementation of InfoWater software, including model and calibration of the existing water system and hydraulic and water quality analysis; training of District personnel and follow-on support services for two years; evaluation of water supply sources and recommendations for the most cost-effective means of meeting the District's ultimate demands; and preparation of a list of recommended capital improvements projects, including preliminary cost estimates for facilities to be constructed; and preparation of a financial plan for identified improvement facilities that will include developer fees, potential financial sources, and possible water rate impacts.

Water Master Plan Update | Monte Vista Water District | CA | 2011

Van Jew, PE | MVWD | (909) 624-0035 ext. 111

Project Highlights | Demand Projections | Hydraulic Model Development, Calibration and Analysis | Condition Assessment | Master Plan | CIP



While with a previous firm, Mr. Gustorf provided Project Management and engineering services for the Water Master Plan Update for the Monte Vista Water District (MVWD), a domestic water wholesaler and retailer in the County of San Bernardino, CA. MVWD provides approximately 20 MGD of wholesale supply to regional water retailers, and is responsible for an average delivery of 11 MGD to its own retail customers. The firm performed a detailed evaluation of MVWD's wholesale distribution system and the retail distribution system, and identified specific capital improvement projects and O&M programs to be implemented over the next 30 years to improve the District's system. The project included the update and calibration of the District's hydraulic model; a condition assessment of the District's major supply, storage and distribution facilities; an extensive flow and pressure study in the field; a water age analysis; a useful life analysis; an energy analysis; the development of a 90-year pipeline replacement program; the preparation of a 10-year and 30-year capital improvement program; and the preparation of the Master Plan Update.

Water System Condition Assessment and Master Plan | Scotts Valley Water District | CA | 2017

Piret Harmon | Scotts Valley Water District | (831) 438-2363

Project Highlights | Water System Condition Assessment | Pipeline Replacement Program | CIP | Hydraulic Model Development

While with a previous firm, Mr. Gustorf provided Project Management services and Mr. Meier provided Project Engineer services for the preparation of a water system condition assessment to evaluate the current external physical condition and the general operational condition of the District's major potable water and recycled water system facilities and developed an Asset Master Plan to be used by the District to plan and budget future infrastructure improvement projects. The work was performed in three phases: information gathering, data analysis, and Asset Master Plan preparation. Information gathering included ArcGIS geodatabase, record drawings, and operations and maintenance (O&M) logs. Data analysis consisted of identification of opportunities for improved operational efficiency. This included a risk/failure analysis of the system piping to identify risk pipelines and needs. Asset Master Plan preparation included development of an implementation model that identifies specific projects, estimated capital cost, and prioritization of improvements. The implementation model also includes the planned replacement of all major elements of the water supply and distribution facilities based on age, condition, and expected remaining useful life. Specific project tasks included asset data compilation, verification, and review; condition assessment workshop; determination of system operating characteristics; asset condition assessment; replacement cost estimates; pipeline risk-failures analysis; and asset replacement/improvement recommendations. The assessment included 62 miles of distribution pipelines, six wells, four treatment plants, 11 pumping stations, and nine reservoirs. Karl performed site visits to identify and evaluate the conditions of piping configurations and mechanical equipment, external coatings and corrosion, SCADA/telemetry equipment, structural features, and electrical equipment. Safety conditions were also evaluated.

Firm Qualifications

Integrated Water Resources Master Plan | City of Beverly Hills | CA | Ongoing

Shana Epstein | City of Beverly Hills | (310) 285-2494

Project Highlights | GIS Updates | Hydraulic Model (InfoSewer) | Flow Projections | Flow Monitoring | CIP Development | Integrated master Plan

Wood Rodgers is currently preparing the wastewater and storm drain system components of the City's Integrated Water Resources Master Plan. The project includes conducting workshops with City staff, GIS updates, hydraulic model development and calibration, developing asset replacement programs, identifying capacity constraints and developing recommended improvement projects. Wood Rodgers is utilizing the InfoSewer and InfoWorks modeling platforms. The project includes development of an integrated water resources master plan to identify beneficial uses of the City's resources.

Montecito Water District Hydraulic Model Analysis | Santa Barbara County | CA | Ongoing

Adam Kanold, PE | MWD | (805) 969-2271

Project Highlights | Pressure Zone Analysis | Hydraulic Modeling | Recommended Improvements | Operational Efficiency

Mr. Gustorf and Mr. Meier have long working relationship with the Montecito Water District, that has continued from previous employers to Wood Rodgers. An initial project consisted of the development and calibration of a comprehensive hydraulic model representing the Montecito Water District's entire water distribution system. The model included all District facilities and was developed to function as both a static and extended period simulation model. The model was used to conduct an evaluation of the District's system operations and to develop recommended capital improvements. The project consisted of a detailed evaluation of the District's supply sources, storage, pumping operations, pressure zone boundaries, pipeline looping and redundancy and reliability of the overall distribution system. The analysis resulted in a list of recommendations to help the District operate their system more efficiently and reliably. The second phase of this project was to further develop and calibrate the hydraulic model to function as a water quality model. Tasks included developing and coordinating a field tracer study which used increase chlorine residual to monitor actual water movement throughout the entire water distribution system. The model was closely calibrated to the conditions observed during the field tracer study to accurately predict water age and chlorine residual. The calibrated water quality model was utilized to select monitoring locations to comply with the Stage 2 Disinfection Byproduct Rule. That project has led to continued engineering support, hydraulic analysis and hydraulic modeling support.

Engineering & Hydrogeologic Consulting Services | City of Ceres | CA | 2013

Toby Wells | City of Ceres | (209) 538-5751

Project Highlights | Condition Assessment | System Analysis | Well Rehab

The City of Ceres had lost three wells that failed to meet water quality standards and had been removed from service. Wood Rodgers assessments for these municipal wells included testing programs to determine the best way to return these wells to service. Work began with pumping tests on each well to assess the operational condition and to obtain water quality samples. Video, caliper, and deviation surveys were conducted to assess the condition of the well structures and the wells' suitability for rehabilitation. Two of the wells were rehabilitated and successfully returned to service with improved and acceptable water quality and sand production. Wood Rodgers then designed two design-build pump stations to equip City wells that had not yet been added to their water system. Wood Rodgers also designed and provided construction support for an ARRA funded replacement well and pump station. The replacement well meets all CDPH drinking water standards, while the original well exceeded the MCL for nitrates and uranium.

In 2011 Wood Rodgers was retained to design an additional well. After conducting the site exploration, Wood Rodgers determined that the site could support two wells completed in different aquifers that could each supply the City's capacity and water quality objectives. Wood Rodgers designed the two wells to be drilled 46 feet apart. The wells were constructed in 2012 and each meets the City's capacity object of 1,000 gpm and all CDPH drinking water standards. This approach saved the City the cost of additional land and saved approximately \$650,000 in construction costs. The wells operate without significant mutual pumping interference and provide the City with the opportunity to blend water from the two sources at the surface if drinking water standards change in the future.

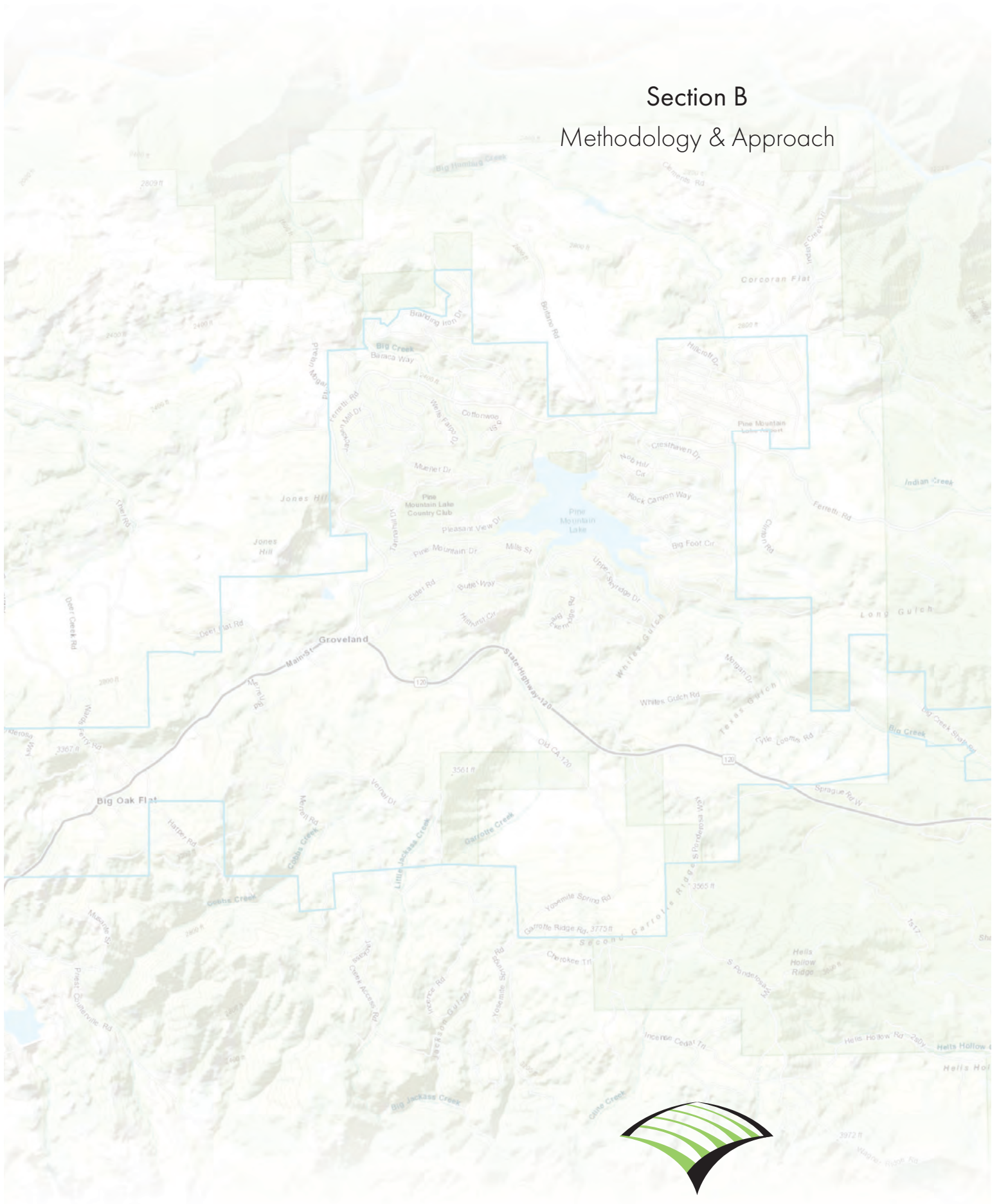


Well 38



Wells 39 & 40

Section B Methodology & Approach





B. METHODOLOGY & APPROACH

Project Understanding

General Description

Groveland Community Services District (GCSD or the District) was established in 1953 to serve the communities of Groveland and Big Oak Flat. In the 1970s, Boise Cascade Company developed the area to the immediate northwest known as Pine Mountain Lake, potentially increasing the number of District customers twenty-fold. GCSD provides potable water, recycled water, wastewater collection and fire protection services to its customers.

GCSD is located on the Central Sierra due east from San Francisco in Tuolumne County, 30 miles south of Sonora and 26 miles from the west entrance to Yosemite National Park. Highway 120 bisects the District running west to east.

The vast majority of the developed land use within the District boundary is for residential purposes. Occupancy of Groveland area residences is seasonal and significantly higher during the summer months. Pine Mountain Lake (elevation 2,550 feet) represents the dominant geographic feature within the District. Elevations range between the highest peak of 3,750 feet in the south to 2,300 feet where Big Creek exits the District in the northwest. Elevations served by the District fall between 2,400 and 3,300 feet.

Why the need for this project?

GCSD last prepared a Water Master Plan and Sewer Master Plan in 2001. Since 2001, the amount of development within the District boundary has not changed significantly, however there have been significant changes with respect to water consumption, regulations and the age/condition of its' water and wastewater assets.

The purpose of this project is to prepared an Integrated Water and Wastewater Master Plan (IWWMP or Project) that provides the District with a current snapshot of the potable water and wastewater collection system facilities, and develops a roadmap for the required system improvements. The IWWMP will also include an analysis to identify operational efficiencies and compliance with existing and future regulatory requirements.

The intent of this IWWMP is to analyze the water and wastewater systems over a planning horizon through Year 2040.

This Project will also help to satisfy one of the GCSD Management Objectives for Fiscal Year 2019/2020); which is Board Goal #3, which states "Plan, fund and implement improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations."

Water System Description

GCSD is fortunate in that its water supply is reliable and off high-quality. The potable water supply comes from the SFPUC-owned Hetch-Hetchy Tunnel, which is supplied by the Hetch-Hetchy reservoir in Yosemite. The Tunnel runs along southern border of the District boundary. GCSD extracts water from the Tunnel at two locations: Big Creek Shaft and Second Garrotte Shaft. Water from the Hetch-Hetchy Tunnel is disinfected, stored in a clearwell for settling and contact time, and then boosted into the distribution system. Pine Mountain Lake serves as a back-up source of supply in the event the Tunnel is not in service.

The water system normally operates as two (2) sub-systems: the Big Creek (BC) system and the Second Garrotte (2G) system, although the two systems are connected for redundancy.



The distribution system consists of five (5) storage tanks (approximately 2.64 MG total), three (3) intra-system pumping stations, eleven (11) pressure zones, seventeen (17) pressure reducing valves, 425 fire hydrants and approximately seventy (70) miles of pipeline.

Wastewater System Description

Due to the mountainous terrain and the concentration of residences around the low-lying Pine Mountain Lake, the vast majority of wastewater flows within GCSO require pumping to the Wastewater Treatment Plant (WWTP). The entire system consists of sixteen (16) lift stations, approximately 35 miles of gravity mains and 7 miles of force mains. The WWTP is permitted for a maximum daily influent of 0.5 MGD.








Key Issues

The community for which GCSO provides service is not a growing community, therefore the focus of this Project is not about accommodating future growth and development. Rather, the focus of this Project is to assess the condition of the existing systems, identify and prioritize the planned replacement of those assets, identify opportunities to operate the systems more efficiently, and ensure the District is in compliance with all regulatory requirements. A few of the key issues to be addressed through this Project are summarized below:

- 1. Perform Condition Assessment of Major Facilities |** The Wood Rodgers team will utilize professional registered engineers to perform an on-site inspection of the two Water Treatment Plants, the WWTP, the five (5) storage tanks, three (3) intra-system booster stations and sixteen (16) lift stations. The site inspections will include a visual assessment of the condition of the major components, a review of the operational data, and an interview with the O&M staff.
- 2. Identify Operational Efficiencies |** Due to the varying topography and rolling hills within the GCSO service area, the two systems require extensive pumping, multiple pressure zones and control valves. The Wood Rodgers team will conduct a hydraulic analysis to evaluate alternatives to optimize the system operation, save energy, reduce and minimize pumping.
- 3. Plan for Future Upgrades |** Much of the system was constructed in the 1960s and 1970s, which means many of the pipelines are 50-60 years old. Depending upon the pipe material, industry standards for the useful life of a pipe can be 75-100 years. While it may appear that the systems have decades of useful life remaining, it will be important for the District to be proactive in replacing their infrastructure, identify the capital cost burden they are facing, and begin to plan to fund the required improvements. The Wood Rodgers team will develop a long-term asset replacement schedule with cost info so the District can evaluate the impact to current and future rates.
- 4. Prioritize Improvements |** The Wood Rodgers Team will develop a comprehensive list of deficiencies through the condition assessment task and capacity evaluation task. We will conduct analysis to determine alternatives to mitigate those deficiencies. The projects identified through the system analyses will be developed with cost estimates and schedule estimates. We will strategically prioritize the proposed improvements based upon several factors, including cost, need, urgency, and opportunity to improve efficiency.
- 5. Funding Sources |** Understanding that the District does not have a large customer base of rate payers, and has fairly extensive and complex systems, identifying alternative funding sources has tremendous benefit. As a part of the Project, the Wood Rodgers Team will identify several funding sources available to the District to pursue to help fund some of the immediate and short-term capital improvement projects.

Project Approach

The Wood Rodgers Team will utilize a proven approach to successfully deliver this project for the District. The approach has been developed and refined over 20 years of water and wastewater master planning experience in California. Our approach is based on providing a tailored and customized project for the District. We do this by:

	<p>Engaging GCSD Staff Nobody knows the intricacies and nuances of the water distribution system and wastewater collection system like the GCSD engineering, operations and maintenance staff. Our job is to engage the GCSD staff throughout the duration of the project, ask the right questions, and listen.</p>
	<p>Utilizing Data The District has GIS Data, Asset Management Data (SEMS) and historical data that will be utilized to develop the integrated master plan. Historical data such as water usage (billing data) and water supply production can be used to develop demands, peaking factors and diurnal patterns. Operational data (SCADA) can be utilized to understand system operation and calibrate the hydraulic models. Maintenance data can be utilized to understand where existing deficiencies may already exist. We will also leverage all publicly available data (i.e., Tuolumne County, USGS, etc.)</p>
	<p>Technical Memoranda The integrated master plan Work Plan has been developed utilizing a technical memoranda approach. The technical memoranda approach allows for the regular and consistent engagement and review of the major project elements by GCSD. This approach allows for better input, feedback, and conflict resolution. The master plan will be assembled by combining the technical memoranda; therefore, the GCSD review of the master plan document is merely a refresher of items already reviewed and addressed.</p>
	<p>Open Communication We are all on the same team working towards meeting GCSD's goals. We believe open, honest and regular communication is key to developing a great project that we all can be proud of, which leads to a long-term professional relationship.</p>
	<p>Industry Standards The analysis and evaluation will be based upon compliance with common industry standards, such as AWWA and the California Public Codes.</p>
	<p>Incorporating Technology We will further develop the District's GIS database by populating it with missing information critical to the system hydraulics and system age. The GIS database will be used to develop hydraulic models to evaluate the system capacities.</p>
	<p>Tapping into Institutional Knowledge Wood Rodgers has partnered with Ron Craig to provide technical support and historical knowledge for this project. Ron was the Project Manager who delivered the previous water and sewer master plans for the district. Ron has family and property ties to the Groveland community, and can provide a unique local knowledge that will represent the community perspective.</p>

Work Plan

Through our many years of combined experience, and our understanding of the District's goals for this Project, we have developed the following Work Plan. The Work Plan identifies the major work efforts required to deliver this project, and it follows the general sequence of events that will occur.

- ✓ **Step 1** | Review Existing Documents: We will review the prior master plans, rate studies, Tuolumne County General Plan, and other pertinent reports with water and/or wastewater system data that will be valuable to incorporate into this Project.

- ✓ **Step 2 |** Conduct a Workshop with GCS D Staff: At the beginning of the Project we will conduct a workshop with GCS D staff to identify the District’s priorities, better understand the system operation, and identify existing challenges and/or deficiencies in the systems.
- ✓ **Step 3 |** Develop Criteria: The next step will be to develop the design and analysis criteria to be utilized to analyze the two systems. The criteria will identify the minimum and maximum operating parameters, and will form the basis for determining if system deficiencies exist. The criteria will be based upon industry standards and local/state laws.
- ✓ **Step 4 |** Quantify Land Use, Water Demands and Wastewater Generation:
- ✓ **Step 5 |** Perform Facility Condition Assessments: The Wood Rodgers Team will perform on-site visual inspections of the major water and wastewater facilities. The inspections will be performed by registered engineers, and will include: Water Treatment Plants, Storage Tanks, Intra-System Pump Stations, Wastewater treatment Plant and Lift Stations.

It is understood that the District has previously conducted a CCTV investigation of the wastewater collection system. It is assumed that the District has a report identifying the findings of the CCTV investigation. We will incorporate findings from the report into our analysis. It is assumed that the review of the CCTV videos is not required for this Project.

- ✓ **Step 6 |** Update / Develop GIS Database: It is understood that the District maintains GIS files of the water and wastewater systems. Wood Rodgers will update the GIS files for each system to include available information critical to the system hydraulics and age. This effort will incorporate data from the District’s Asset Management System for consistency.
- ✓ **Step 7 |** Develop Hydraulic Models: Wood Rodgers will develop a hydraulic model of each system from the updated GIS files. The hydraulic models will utilize the InfoWater and InfoSewer modeling platforms. The models will be developed in a static condition, and used to analyze the system capacities, ability to meet minimum criteria and potentially identify operational efficiencies.
- ✓ **Step 8 |** Wet-weather Flow Monitoring and I&I Analysis (Optional): The best way to target and quantify inflow and infiltration (I&I) in a wastewater collection system is to conduct flow monitoring during storm events. This task can be unpredictable since it relies on significant weather events. We have included as an optional task a wet-weather flow monitoring effort at five sites over two winter months in 2020. If this option is not selected, we will utilize historical SCADA data from the WWTP and rainfall data to determine system wide I&I impacts.
- ✓ **Step 9 |** System Analysis / Capacity Evaluation: Once the hydraulic models are developed and calibrated, we will analyze the capacity of each system and its ability to meet current and future conditions. The water system analysis will evaluate supply, storage, pumping, transmission and distribution capacity. The wastewater system analysis will evaluate treatment plant capacity, conveyance and lift stations.
- ✓ **Step 10 |** Identify Deficiencies, Evaluate Alternatives, Project Identification & Prioritization: The system analysis will determine if any existing or future deficiencies exist. We will incorporate the results of the system analysis and condition assessment to identify projects required to mitigate any deficiencies. All projects will be prioritized based upon urgency.
- ✓ **Step 11 |** Develop Capital Improvement Program: Wood Rodgers will develop a 20-year CIP that identifies the proposed project elements, the estimated cost and the year of implementation. The projects will be prioritized based upon their need.
- ✓ **Step 12 –** Prepare Integrated Master Plan Document: Wood Rodgers will incorporate the technical memoranda prepared throughout the project into an Integrated Water and Wastewater Master Plan

document. The Master Plan will summarize the work efforts performed throughout this Project. The Master Plan will utilize tables, figures and exhibits to tell the story.

SCOPE OF WORK

The scope of work described herein was developed to expand upon the scope provided by GCSO in the Request for Proposals and based upon our understanding of the Project. It is understood that this scope may be further refined and modified through discussions with GCSO staff.

Task 1 | Project Management

The Wood Rodgers Project Manager will actively manage all elements of the project to direct and oversee the project team resources, control costs, and complete deliverable work products on schedule. The Wood Rodgers Project Manager will act as GCSO's primary contact and will be responsible for the work performed by the project team. The Project Manager will perform the following duties:

Task 1.1 | Project Kick-off Meeting – The Wood Rodgers project team will participate in a project kick-off meeting with GCSO staff. The meeting will be administered by the Wood Rodgers' Project Manager. Wood Rodgers will prepare the meeting agenda and provide it to GCSO for review at least one (1) day in advance of the meeting date. Wood Rodgers will prepare notes of the meeting to document key discussion items, decisions and action items identified. A draft version of the meeting notes will be submitted to GCSO within three (3) business days of the meeting date for review and comment.

Task 1.2 | Progress Meetings – The Wood Rodgers project team will participate in two (2) progress meetings with GCSO staff throughout the duration of the project. Wood Rodgers shall confer with and meet with the GCSO Project Manager and staff to review the work in progress, report problems and concerns, and receive comments on the Master Plan Documents as needed. The meetings will be administered by the Wood Rodgers Project Manager. Wood Rodgers will prepare the meeting agenda and provide it to GCSO for review at least one (1) day in advance of the meeting date. Wood Rodgers will prepare notes of the meeting to document key discussion items, decisions and action items identified. A draft version of the meeting notes will be submitted to GCSO within three (3) business days of the meeting date for review and comment.

Task 1.3 | Board Meetings – The Wood Rodgers Project Manager will provide status reports to the GCSO Board at strategic points during the Project. It is assumed that three (3) Board Meetings will be required. These meetings will include an overview of the Project progress, which will include a brief status of completed work, budget status, work anticipated to be completed in the next reporting period, and identify any challenges, issues or obstacles identified during the reporting period.

Task 1.4 | Board Presentation – The Wood Rodgers Project Manager will conduct one presentation for the District's Board at a regular Board Meeting at the completion of the planning effort to discuss the results, recommendations and implementation of the Water Maser Plan. The Board presentation will be prepared using Microsoft PowerPoint.

Task 1.5 | Bi-weekly Project Coordination – The Wood Rodgers Project Manager will provide bi-weekly progress reports to GCSO via email and/or phone call, which will include a brief status of completed work, budget status, work anticipated to be completed in the next reporting period, and identify any challenges, issues or obstacles identified during the reporting period. To ensure the project remains on track, the Project Manager will conduct regular outreach with GCSO through email and phone calls to describe project progress and status.

Deliverable(s) | Task 1

- Meeting Agendas – pdf format via email one day prior to meeting date
- Meeting Minutes – pdf format via email within three days of meeting date



- PowerPoint Presentation for Board Meeting

Task 2 | Land Use Projections

Wood Rodgers will document the existing and future land use conditions within the District boundary. The land use will be based on information provided by Tuolumne County and information in the Tuolumne County General Plan (Draft 2018). The land use projections will include the existing and proposed developed areas for each land use category described in the General Plan and will project land use in 5-year intervals through the planning horizon of 2040.

The land use data will be summarized and presented to GCS staff in Technical Memorandum No. 1.

Deliverable(s) | Task 2

- Technical Memorandum No. 1

Task 3 | Establish Analysis Criteria

Wood Rodgers will develop minimum performance criteria and planning criteria to be utilized in the water system and wastewater system analysis and evaluation. Criteria will be established for water supply redundancy, system pressure, pump station capacity, storage volume, fire flow, pipe velocity and roughness coefficients. Criteria will be established for pipe slope, depth/Diameter ratio, minimum velocity, and manhole spacing.

Wood Rodgers will develop Technical Memorandum No. 2 to identify the proposed planning and evaluation criteria for the water system.

Deliverable(s) | Task 3

- Technical Memorandum No. 2

Task 4 | Water Demands & Wastewater Projections

Task 4.1 | Water Demands – Wood Rodgers will review the pertinent water demand (use) and water supply and land use data applicable to the preparation of the master plan. Wood Rodgers will review the previous 3-years of water billing data to develop an existing average day demand, existing maximum day demand and an existing peak hour demand for the District. We will develop a maximum day and peak hour peaking factors from the water supply and demand data. We will develop water demand factors for the major land use categories within the General Plan in order to generate future demand projections based on the known planned developments and growth.

Wood Rodgers will prepare Technical Memorandum No. 3, utilizing tables and graphics as much as possible, to summarize the existing and future water demands, demand factors and peaking factors.

Task 4.2 | Wastewater Generation – Wood Rodgers will review the pertinent WWTP influent data and land use data applicable to the preparation of the master plan. Wood Rodgers will review the previous 3-years of WWTP daily flow data to develop an existing average day, existing peak day and an existing peak hour flow for the District. We will develop a peak hour an I&I peaking factors from the WWTP influent data. We will develop wastewater generation factors for the major land use categories within the General Plan in order to generate future projections based on the known planned developments and growth.

Wood Rodgers will prepare Technical Memorandum No. 3, utilizing tables and graphics as much as possible, to summarize the existing and future wastewater generation, generation factors and peaking factors.

Deliverable(s) | Task 4

- Technical Memorandum No. 3

Task 5 | Wastewater Treatment Plant (WWTP) Evaluation

Wood Rodgers has [partnered with Coleman Engineering to conduct an evaluation of the existing wastewater treatment plant (WWTP).

Task 5.1 | Condition Assessment - Using the data provided by the District, Coleman Engineering will perform a high-level review and evaluation of the WWTP's treatment performance and operational efficiency, comparing actual performance against the WWTP design parameters and the requirements of the regulatory authority.

The Coleman Engineering team, consisting of a senior and staff engineer, will visit the WWTP to perform a one-day (8-hour) inspection of WWTP facilities. The condition assessment will be high-level: meaning it will be limited to a visual condition assessment of structures and equipment that can be safely observed without confined space or other permit-restricted means of access. The condition assessment will also be limited to what can be observed during this one inspection period.

Coleman Engineering will prepare a technical memorandum (TM) under this task describing the condition assessment inspection and its findings. The TM will be prepared in a format so that it can be readily included as a section or chapter in the Master Plan. The TM will not be finalized to include responses to comments but it will be included (and updated as necessary to include agreed comments) in the Wastewater Treatment Evaluation TM. The findings of the condition assessment will also be used to develop immediate, short-term, and long-term improvement projects that will form part of the Master Plan's capital improvement program.

Coleman Engineering will evaluate, to a broad, conceptual planning level, potential alternatives for effluent re-use and/ or disposal. Results from this task will be summarized in the Wastewater Treatment Evaluation TM.

Talking into account the findings of the condition assessment inspection and the data provided by the District, Coleman Engineering will evaluate, at a high level, current biosolids management at the WWTP. Results from this task will be summarized in the Wastewater Treatment Evaluation TM.

Coleman Engineering will prepare a TM under this task that includes an updated Equipment / Asset Condition Assessment TM, and the results and findings of previous Tasks. It will be prepared in a format so that it can be readily included as a section or chapter in the Master Plan. It is assumed that the Client will incorporate any District comments on the TM's contents into the Master Plan Report: this TM will not be finalized to include responses to comments. The TM will also be used to develop immediate, short-term, and long-term improvement projects that will form part of the Master Plan's capital improvement program.

Task 5.2 | WWTP Alternatives - Taking into account the data provided, investigations, findings and TMs, Coleman Engineering will develop, to a planning level only with associated costs and appropriate contingency, immediate, short-term and long-term improvement projects for inclusion in the Master Plan to be prepared by Client.

Coleman Engineering will identify, evaluate, and develop immediate and short-term response measures projects to be included in the first five years of the Master Plan's capital improvement program.

Coleman Engineering will identify, evaluate, and develop long-term projects to be included in the final 15 years of the Master Plan's capital improvement program.

Coleman Engineering will prepare a TM under this task that presents the evaluations and findings of previous Tasks. It will be prepared in a format so that it can be readily included by Client as a section or chapter in the Master Plan. It is assumed that the Client will incorporate any District comments on the TM's contents into the Master Plan Report: this TM will not be finalized to include responses to comments.

Deliverable(s) | Task 5

- Technical Memorandum No. 4

Task 6 | Wastewater Collection System Evaluation

Task 6.1 | Condition Assessment – The Wood Rodgers Team will provide an on-site visual inspection of the sixteen (16) sewer lift stations. The condition assessment will include discussions with the operators to identify operational constraints and challenges, and maintenance practices. The condition assessment will document the condition of the major equipment at each station. This task does include any confined space entry or physical testing.

Task 6.2 | CCTV Review – Wood Rodgers will review the recommendations generated from the CCTV inspections performed to date, and incorporate the findings into a pipeline repair/replacement program.

Task 6.3 | GIS Update – Wood Rodgers will update the existing GIS files of the wastewater collection system to fill any data gaps. The data to be verified and updated includes pipe diameter, material, slope/invert, and installation year. This task will utilize all record information available, and does not include any field survey.

Task 6.4 | Hydraulic Model Development – Wood Rodgers will develop a static hydraulic model of the wastewater collection system from the GIS files. The model will be developed using the InfoSewer modeling platform. The model will include average day, peak hour and I&I scenarios for the existing condition and future planning years.

Task 6.5 | Capacity Evaluation – The hydraulic model will be used to identify if any capacity deficiencies exist within the wastewater collection system. The analysis will include an evaluation of the capacity of each lift station to meet future flows.

Task 6.6 | Wastewater Collection System Improvements – For each of the deficiencies identified in the previous tasks, Wood Rodgers will evaluate alternatives to determine the most cost-effective solution to mitigate the deficiencies.

A summary of the wastewater collection system condition assessment, hydraulic model and capacity evaluation will be documented in Technical Memorandum No. 5.

Deliverable(s) | Task 6

- Technical Memorandum No. 5

Task 7 | Water Treatment Plant (WTP) Evaluation

Task 7.1 | Condition Assessment – The Wood Rodgers Team will perform a visual inspection and assessment of the two Water Treatment Plants. The assessment will include an evaluation of the condition and age of the equipment, the treatment process, capacity, water quality and interviews with District O&M staff.

Task 7.2 | WTP Alternatives – Based upon the condition assessment and evaluation, Wood Rodgers will identify any potential upgrades required to meet the water demands and water quality requirements for the District.

Deliverable(s) | Task 7

- Technical Memorandum No. 6

Task 8 | Water Distribution System Evaluation

Task 8.1 | Condition Assessment – The Wood Rodgers Team will provide an on-site visual inspection of the five (5) storage tanks and three (3) intra-system booster pump stations. The condition assessment will include discussions with the operators to identify operational constraints and challenges, and maintenance practices. The condition assessment will document the condition of the major equipment at each facility. This task does include any confined space entry or physical testing.

Task 8.2 | GIS Update – Wood Rodgers will update the existing GIS files of the water system to fill any data gaps. The data to be verified and updated includes pipe diameter, material, roughness coefficient, elevation and installation year. This task will utilize all record information available, and does not include any field survey.

Task 8.3 | Hydraulic Model Development – Wood Rodgers will develop a static hydraulic model of the water distribution system from the GIS files. The model will be developed using the InfoWater modeling platform. The model will include average day, maximum day, peak hour and fire flow scenarios for the existing condition and future planning years.

Task 8.4 | Water System Evaluation – Wood Rodgers will evaluate the capacity of the water distribution to meet current and future demand requirements and meet the minimum operational criteria. The analysis will include an evaluation of the water supply, storage, pumping capacity, and pipeline capacity.

Task 8.5 | Water Distribution System Improvements – For each of the deficiencies identified in the previous tasks, Wood Rodgers will evaluate alternatives to determine the most cost-effective solution to mitigate the deficiencies.

A summary of the water system condition assessment, hydraulic model and capacity evaluation will be documented in Technical Memorandum No. 7.

Deliverable(s) | Task 8

- Technical Memorandum No. 7

Task 9 | Capital Improvement Plan (CIP)

Wood Rodgers will develop a 20-year Capital Improvement Plan based upon the projects identified through the analysis of each system. A detailed list of future required water and wastewater system facilities needed to meet future water demands and wastewater flows will be developed. The projects will be developed and the capital cost for constructing the facilities will be included in the CIP. The projects will be prioritized based on urgency and need. Projects will be identified as an Immediate Improvement (1-year), Short Term (1-5 years) or Long term (5-20 years).

The CIP will include a discussion of available state and federal funding programs that could be accessed to assist with completion of some of these projects.

Wood Rodgers will prepare Technical Memorandum No. 8 to identify the recommendations for future system improvements.

Deliverable(s) | Task 9

- Technical Memorandum No. 8

Task 10 | Integrated Water and Wastewater Master Plan

The Integrated Water and Wastewater Master Plan shall include the analysis of both the water and wastewater system analysis. The master Plan will compile the information prepared in the technical memoranda and summarize the findings.

Task 10.1 | Prepare Admin Draft Master Plan – Wood Rodgers shall prepare an administrative draft master plan document summarizing the results of all tasks in a logical manner and incorporating GCS D’s comments on the previous technical memoranda. The master plan shall include an executive summary and all appropriate exhibits, figures, tables and text.

Task 10.2 | Draft Master Plan Comment Review Meeting – Wood Rodgers will conduct a meeting with GCS D staff to review and discuss the GCS D’s comments on the Admin Draft Master Plan. Wood Rodgers will document the meeting discussions and the review response action plan in a comment matrix.

Task 10.3 | Prepare Public Review Draft Master Plan – Wood Rodgers shall prepare a draft master plan document for public review, summarizing the results of all tasks in a logical manner and incorporating GCSD’s comments on the previous technical memoranda. The master plan shall include an executive summary and all appropriate exhibits, figures, tables and text.

Task 10.4 | Prepare Final Master Plan – Wood Rodgers shall incorporate the GCSD’s comments and appropriate public comments on the Admin Draft Master Plan and prepare a Final Master Plan document.

Deliverable(s) | Task 10

- Draft Master Plan - Five (5) hard copies and an electronic pdf version to GCSD for review.
- Draft Master Plan Comment Review Response Matrix
- Public Review Draft Master Plan – Provide combined PDF document of the Master Plan
- Final Master Plan - Ten (10) hard copies, an electronic pdf version, original electronic files (Word or Excel) for each complete document along with CADD/GIS files for exhibits.

Task 11 | Review of Capacity and Connection Fees

Based upon the approved CIP, Wood Rodgers will review the current water and wastewater rate structures and to determine how the proposed capital costs might impact the current rates. It is assumed that the District will implement a comprehensive rate analysis as a part of a separate project.

Optional Tasks

Wood Rodgers has identified a few optional tasks that could provide added value to the District. The optional tasks listed below can be provided by the Wood Rodgers Team, at an additional fee, if requested by the District.

Task O.1 | Inflow & Infiltration Study – As an optional task, the Wood Rodgers Team can perform wastewater flow monitoring to document dry-weather and wet-weather flow conditions within the collection system. We are proposing to conduct flow monitoring at five (5) locations within the collection system for a period of 2-months in the winter of 2020. This task will include the installation of a rain gauge. The 2-months of data will be summarized and documented in inflow and infiltration study.

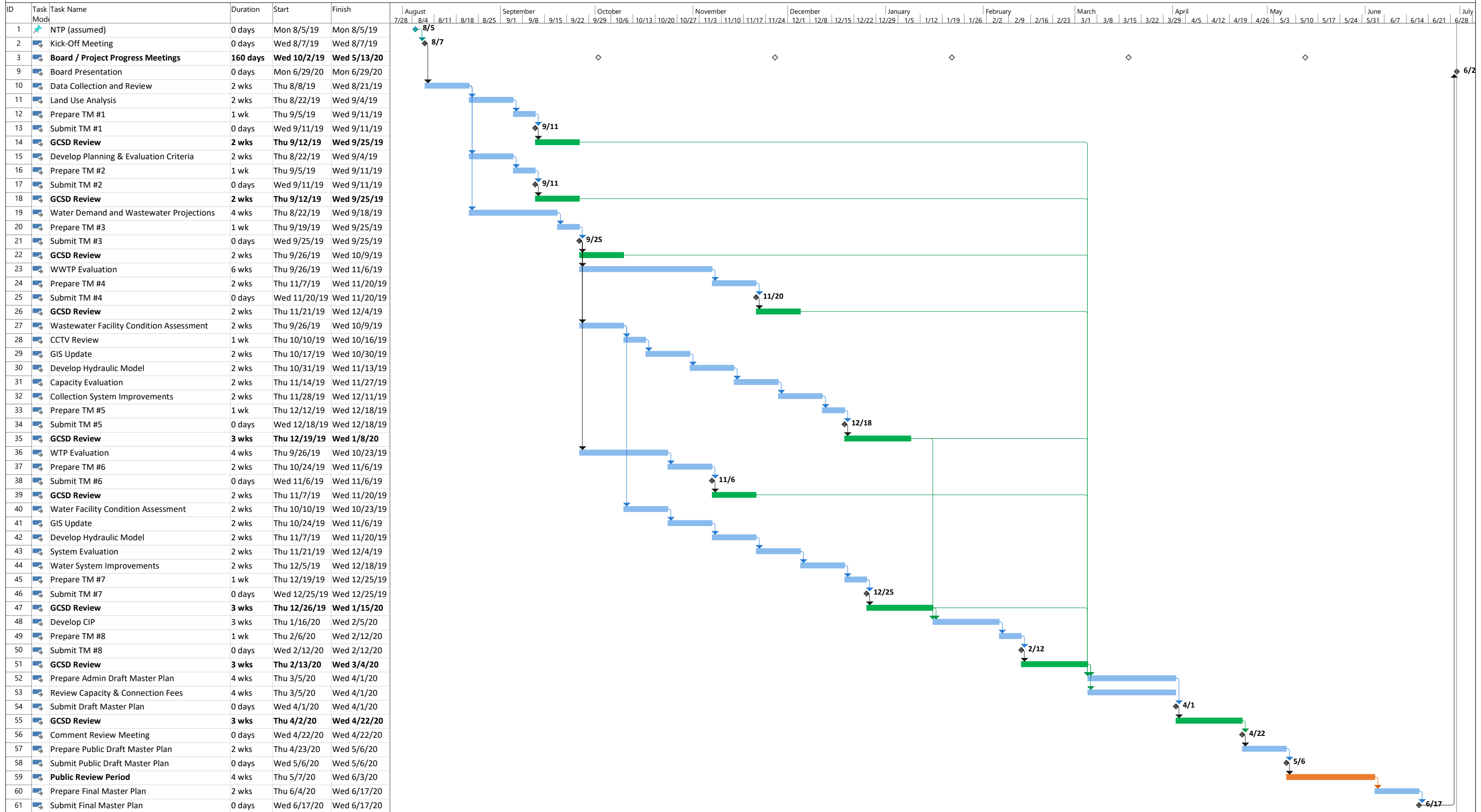
Task O.2 | Develop Digital Map Books – As an optional task, Wood Rodgers can create map books of the water and wastewater system. The map books will be developed from eh GIS files, and will identify all of the water and wastewater system facilities on an index map book.



SCHEDULE

The attached schedule was developed based on the Work Plan. The schedule allows for a 2- or 3-week review period by GCSD for each major deliverable.

Groveland Community Services District Integrated Water and Wastewater Master Plan

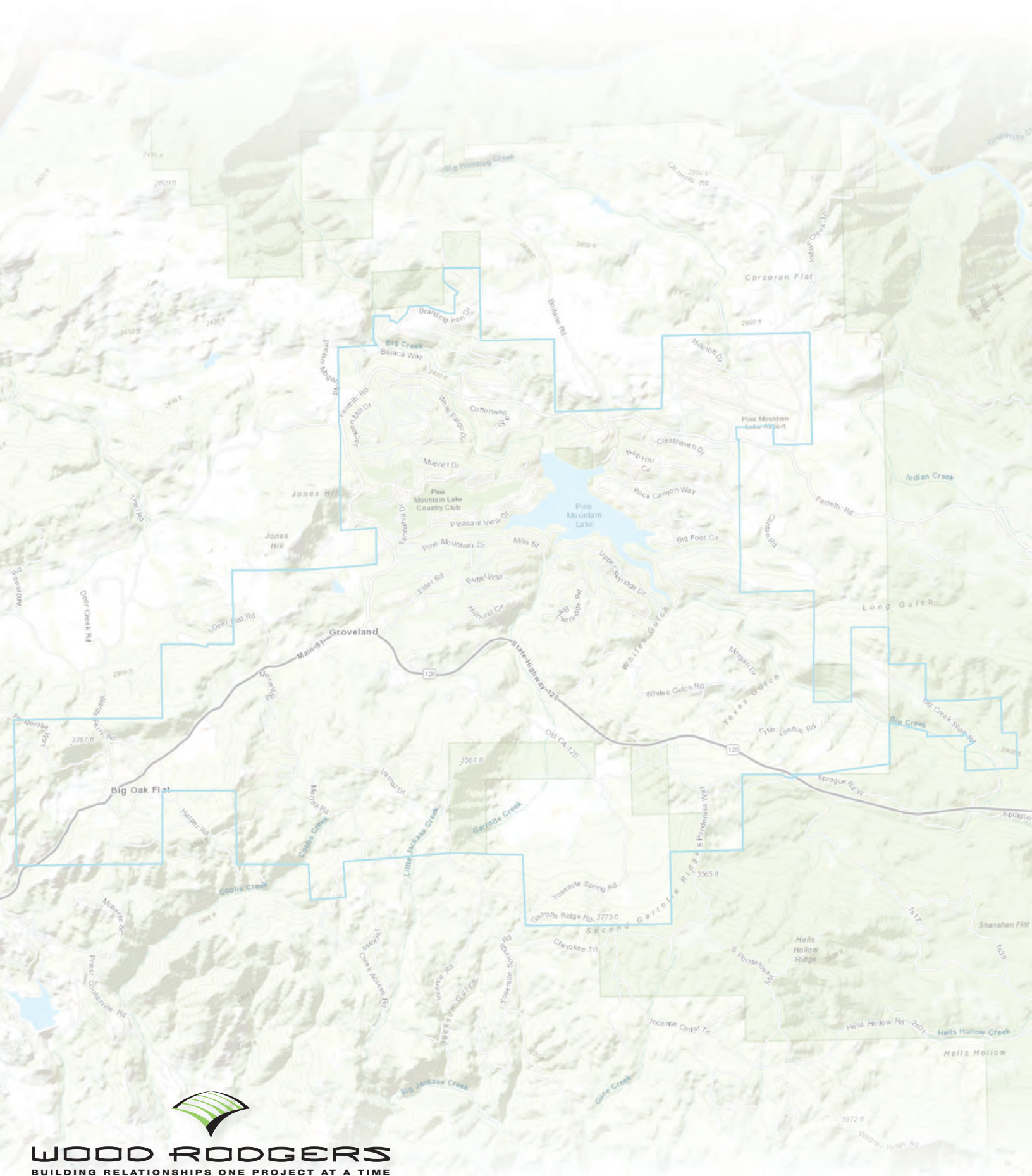


Project: Project Schedule	Task	Summary	Inactive Milestone	Inactive Task	Inactive Summary	Manual Task	Inactive Milestone	Manual Summary Rollup	Manual Summary	External Tasks	Progress	Manual Progress
	Split	Project Summary	Inactive Summary	Manual Summary Rollup	Manual Summary	External Tasks	Manual Progress	External Milestone	Finish-only	External Milestone	Progress	Manual Progress
	Milestone	Inactive Task	Inactive Summary	Manual Summary Rollup	Manual Summary	External Tasks	Manual Progress	External Milestone	Finish-only	External Milestone	Progress	Manual Progress



COST PROPOSAL AND FEE SCHEDULE

The quoted price herein constitutes the Wood Rodgers Team's full and complete compensation for the services and materials provide as described in our Scope of Services. The cost proposal and fee schedule are in a separate sealed envelope.



WOOD RODGERS
 BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
 3301 C Street, Bldg 100-B
 Sacramento, CA 95816
 Tel: 916.341.7760
 Fax: 916.341.7767

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6E: Status Update and Receive Direction on a Modified Employee Work Schedule to Include a Potential Nine-Eighty or Four-Ten Workdays, Related Changes to Office and Field Staffing Hours, and Management Authorization to Approve Modified and Flexible Work Days and Work Hours

RECOMMENDED ACTION

There is no specific recommended action at this as it is anticipated that the Board will take action on a final proposed work hours policy in August 2019. Staff seeks Board direction and consensus on this matter, and items they would like addressed prior to approval.

BACKGROUND:

Other than the approved employee salary schedule adjustments, the next highest employee priority is the implementation of a modified work schedule. The Board has tentatively agreed to the modified work schedule in its terms for the Memorandum of Understanding to be considered by the Board in August 2019.

Currently, all District employees work five, eight hour days. Since this regular work schedule is typically the same for medical and dental offices, schools, professional offices and the like, employees must use accrued leave to attend to any such personal matters. In many cases, scheduling time off in the middle of the day can cause a disruption of the day for others as well. A modified work schedule that allows District employees to work more hours in a day (without overtime) to achieve the full time 40 hour week, will provide for a planned and predictable day off during the week without any loss in compensation or use of leave. Modified work schedules are also shown to increase employee morale and allow more productive personal time off.

To facilitate the modified schedule, District management must develop a plan to ensure that there is no sacrifice in customer service, or significantly added cost to District customers. We are currently gathering and evaluating policies and procedures from other districts who have successfully implemented modified work schedules. Some have chosen to implement four, ten-hour work days with either a Friday or Monday off to provide a three day weekend. Other districts have implemented what is termed a nine-eighty schedule, which consists to four nine-hour work days, with eight hours on Fridays. Every other week employees receive a Friday or Monday off to achieve the average 40 hour work week.

In either work schedule scenario, the district would either short staff (rotate) on the day off, or simply close for the day if the customer service issues can be worked out. We have completed an informal tally of the number of customer walk-ins and calls on Mondays and Fridays, conducted

throughout the month of June 2019. We have found that the numbers between Monday and Friday are nearly identical in numbers. Rounding up, we had 11 walk in customers and 26 phone calls each Monday and Friday.

Management also seeks to develop a draft policy for Board consideration that addresses, flexibility in work hours and work days on a temporary basis for eligible employees, and to allow employees to work at home under certain conditions. All of the above are becoming more important in support of the 2020 positive work environment.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6F: Submit a Vote for up to Three (3) Candidates to be Elected to the SDRMA Board of Directors

RECOMMENDED ACTION

Staff recommends the following action:

I Move to submit the district's ballot in support of the following three (3) candidates to be elected to the SDRMA Board of Directors:

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District
- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District
- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission
- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District
- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

BACKGROUND

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot. Three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors are currently vacant.

ATTACHMENTS:

Official 2019 Board of Directors Election Ballot

FINANCIAL IMPACT:

None at this time



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (5)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.

**OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District

- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District

- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission

- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District

- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Groveland Community Services District at a public meeting by the following votes:

AYES: _____
 NOES: _____
 ABSTAIN: _____
 ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland, CA 95321
Work Phone (209) 962-7161 Home Phone (408) 398-4731
*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).


What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

 Date 4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool

District/Agency Honey Lake Valley Resource Conservation District

Work Address USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130

Work Phone 530-257-7271 ext 100 Home Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

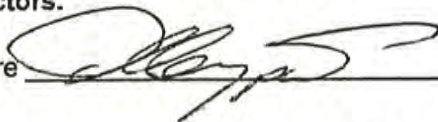
My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date _____

3/25/2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

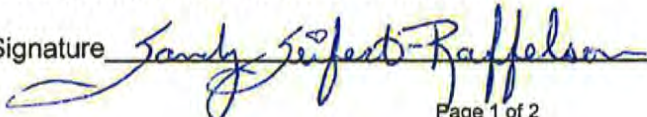
I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and move into new areas. Our districts are facing new challenges constantly.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

See Next

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hankin Date 3-27-2019



TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6G: Review of a Draft Resolution Seeking Special Districts on Tuolumne County Local Agency Formation Commission (LAFCO), and Related Actions

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Support the Terms and Conditions of the Draft Resolution Seeking Special Districts on Tuolumne County Local Agency Formation Commission (LAFCO), and Related Actions.

BACKGROUND:

The Board of Directors previously adopted a resolution supporting the representation of special districts on the Tuolumne County Local Agency Formation Commission (LAFCO). The attached resolution details the process that has occurred since this Board's adoption of the previous resolution. GCSD management has assume the lead in seeing this process to successful completion, and has developed the attached draft resolution to reflect agreements made among the county special districts at meetings, and to meet the requirements of law and recent Tuolumne County LAFCO action.

This draft resolution has been submitted to the county community development department/county counsel for review. We expect that the resolution will meet all necessary requirements and can be adopted by this Board in August or September 2019, following county input. The purpose of this review is to ensure that the Board is in agreement with the terms and conditions agreed upon by the Districts. The most notable items for consideration by this board are the GCSD cost contribution, and the fixed rotation of one LAFCO special district seat among TUD, GCSD and THCS.

ATTACHMENTS:

- Draft proposed final LAFCO special district resolution

FINANCIAL IMPACT:

None at this time. When special districts are included on LAFCO, the GCSD contribution is estimated at \$4,200 per year.

_____ **DISTRICT RESOLUTION NO.** _____

SUPPORTING SPECIAL DISTRICT REPRESENTATION ON THE TUOLUMNE COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) AND APPROVING RELATED ACTIONS

WHEREAS, Local Agency Formation Commissions (LAFCO) were established by state legislature in 1963 as regulatory agencies in each California county to ensure the orderly formation and development of local agencies, which is now provided for in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CA Government Code Section 56000 et seq.); and

WHEREAS, among other regulatory powers, LAFCOs are responsible for approving, establishing, expanding, reorganizing and, in limited circumstances, dissolving cities and special districts within their respective counties; and

WHEREAS, LAFCOs are required to be made of two county representatives, two city representatives and one public member; and

WHEREAS, in 1972, state law made it possible for LAFCOs to expand their membership by adding two independent special district representatives, which can be achieved through a process set forth in CA Government Code Section 56332; and

WHEREAS, Tuolumne County LAFCO currently does not have independent special district representation; and

WHEREAS, since Tuolumne County LAFCO directly impacts operations, existence and growth of independent special districts within the County, including _____ District (District), it is important that special districts gain representation on the Tuolumne County LAFCO; and

WHEREAS, if special districts gain representation on the Tuolumne County LAFCO, they will be required to share a portion (up to one-third) of the total Tuolumne County LAFCO costs; and

WHEREAS, many independent special districts in Tuolumne County met beginning on May 3, 2018 and following which, resolutions supporting the concept and initiating the process of special district membership on Tuolumne County LAFCO were submitted to the County by a majority of districts; and

WHEREAS, in accordance with California Government Code 56332.5, Tuolumne County LAFCO on April 8, 2019 adopted the Resolution of Intention, Resolution 296, forming the independent special district selection committee and adopting related determinations; and

WHEREAS, during a meeting of the Special District Selection Committee held on May 29, 2019, a tentative agreement was reached among participating Districts reaffirming the intent of gaining special district representation on Tuolumne County LAFCO, payment of associated costs, voting requirements once on LAFCO and special district member selection and rotation; and

WHEREAS, it is in the best interest of the District to initiate formal action as required by Tuolumne County LAFCO Resolution of Intention 296, in collaboration with other independent special districts to complete the process of gaining special district representation.

NOW, THEREFORE, BE IT RESOLVED, by the District Board of Directors that:

- 1) Adoption of this Resolution shall serve as an affirmative vote in representation on the Special District Selection Committee, that the District accepts independent special district representation on the Tuolumne County LAFCO; and
- 2) The Board President is authorized to represent the District as the Special District Selection Committee representative in all procedural processes required to gain and implement special district representation on Tuolumne County LAFCO; and.

- 3) The independent special districts accept the default LAFCO budget apportionment of one-third share of costs. The special districts agree to fund their one-third share of the 2019-20 LAFCO costs as follows:
 - (a) Tuolumne Utilities District - \$8,500
 - (b) Groveland Community Services District - \$4,200
 - (c) Twain Harte Community Services District - \$2,200
 - (d) Jamestown and Tuolumne City Sanitary Districts - \$1,000 each
 - (e) Fire Districts - \$500 each
 - (f) Cemetery Districts and Tuolumne County Resource Conservation District – at the percentage of district revenue to total special district revenue countywide.

The initial allocations listed above shall be adjusted proportionally based on changes to the Tuolumne County LAFCO budget annually or as otherwise agreed by a vote of the majority of the special district selection committee.

- 4) Special district members serving on the Tuolumne County LAFCO shall not be disqualified from voting on proposals affecting their own special districts.
- 5) This Resolution shall serve as the District’s official nomination of [Director/Board President/Board Member] _____ as the District’s initial candidate for potential appointment to the Tuolumne County LAFCO by the Special District Selection Committee, and [Director/Board President/Board Member] _____ as the District’s alternate candidate.
- 6) Upon expansion of the commission to include independent special districts, the term for one new special district member, selected from any independent special district in Tuolumne County, shall coincide with the term of the existing commission member who holds the office represented by the original two-year term on the commission. The term of the second new special district member coincides with the term of the existing commission member who holds the office represented by the original four-year term on the commission. This second special district member shall be from the Tuolumne Utilities District, Groveland Community Services District, or Twain Harte Community Services District, and this commission position shall then rotate consecutively to the next agency in the above listed order following each term.
- 7) The use of US mail or email ballots is desired to conduct the special district member selection process.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the _____ District on _____, by the following vote:



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6G: Review of a Draft Resolution Seeking Special Districts on Tuolumne County Local Agency Formation Commission (LAFCO), and Related Actions

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Support the Terms and Conditions of the Draft Resolution Seeking Special Districts on Tuolumne County Local Agency Formation Commission (LAFCO), and Related Actions.

BACKGROUND:

The Board of Directors previously adopted a resolution supporting the representation of special districts on the Tuolumne County Local Agency Formation Commission (LAFCO). The attached resolution details the process that has occurred since this Board's adoption of the previous resolution. GCS D management has assume the lead in seeing this process to successful completion, and has developed the attached draft resolution to reflect agreements made among the county special districts at meetings, and to meet the requirements of law and recent Tuolumne County LAFCO action.

This draft resolution has been submitted to the county community development department/county counsel for review. We expect that the resolution will meet all necessary requirements and can be adopted by this Board in August or September 2019, following county input. The purpose of this review is to ensure that the Board is in agreement with the terms and conditions agreed upon by the Districts. The most notable items for consideration by this board are the GCS D cost contribution, and the fixed rotation of one LAFCO special district seat among TUD, GCS D and THCS D.

ATTACHMENTS:

- Draft proposed final LAFCO special district resolution

FINANCIAL IMPACT:

None at this time. When special districts are included on LAFCO, the GCS D contribution is estimated at \$4,200 per year.

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 9, 2019

SUBJECT: Agenda Item 6H: Establish a Special Meeting Date, Time and Authorize Expenditures for a Public Park Improvement Input Event to be Coordinated by the Groveland Regional Area Community Enhancement (GRACE) Committee at Mary Laveroni Park

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Establish a Special Meeting on _____(date) at _____time and Authorize Expenditures for a Public Park Improvement Input Event to be Coordinated by the Groveland Regional Area Community Enhancement (GRACE) Committee at Mary Laveroni Park

BACKGROUND

The Park Improvement Planning Committee is evaluating options and needs for improvement of District parks. The planning effort is titled “GRACE” for Groveland Area Community Enhancement. The committee has determined that a public event is needed to get interested parties out to the park, and to discuss and plan needs and improvements. Since more than three members of the Board will be in attendance at the event, it will be best to schedule this as a special meeting of the Board so that all can provide input.

ATTACHMENTS:

None

FINANCIAL IMPACT:

It is always a more attractive event if food and beverage are served in some fashion. It is requested that up to \$200 of park operating funds be allocated to this function.