



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

June 11, 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

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 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

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

7. 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

8. Adjournment

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

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

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
June 11, 2019

To: Board of Directors

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

Subject: Monthly Activity Report – May 6, 2019 to June 2, 2019

Operations:

Emergency Incident Response:

On May 8, 2019 Engine 4476 responded to a two-vehicle traffic accident at the top of New Priest Grade. Upon arriving at scene, there was a uniform delivery truck blocking both lanes with diesel fuel leaking from its tank. A second vehicle was located off the roadway with major damage. All patients self-extricated and did not require medical treatment. The Engine Company immediately began damming the fuel containing approximately 25 gallons of diesel. Once the spill was collected by CAL TRANS, the hazard was mitigated and Highway 120 reopened.

On May 14, 2019, CAL FIRE and Groveland fire units responded to a vegetation fire at 20980 Morgan Drive. Upon arrival, there was a ¼ acre of vegetation burning uphill at a slow rate of spread toward the residence and neighboring property. Fire crews aggressively attacked the fire preventing any additional spread. The cause of the fire was determined to be an unattended burn pile.

Vegetation Management Program:

CAL FIRE participated in the Stanislaus National Forest, China Ridge understory burn at Smith Peak. The 350-acre prescribed burn will provide protection from wildland fires in the communities of Groveland and Greely Hill. CAL FIRE in cooperation with the U.S. Forest Service are emphasizing fire prevention and fuels treatment to reach the goal to reduce the chance of large damaging wildfires like the 2018 Camp Fire. Additional VMP programs are scheduled in the summer for the Crook VMP and Gookin VMP.

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:

- Vertical Ventilation
- Area Orientation
- Low Angle Rope Rescue Operations
- Building Construction
- FISCAL
- King Fire Staff Ride
- Tuolumne Fire Staff Ride



MONTH - MAY 2019

STATION 78



Alarm Sounding	2
Odor Investigation	0
Debris Fire	0
Medical Aid	29
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	1
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	2
Vehicle Accident/Pin In	0
Vehicle Fire	0
TOTAL	36

(31 calls in GCSO district, 4 calls in Tuolumne County)

Auto Aid	Given
Tuolumne County	4

Last Call Logged Run # TCU 006236

MONTH - MAY 2019

GROVELAND FFS



Alarm Sounding	0
Odor Investigation	0
Debris Fire	0
Medical Aid	9
Fire Menace Standby	0
Fire Other	1
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	0
Smoke Check	0
Structure Fire	2
Commercial Structure Fire	0
Vegetation Fire	5
Vehicle Accident	2
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	20

Auto Aid	Given
MMU	3

Last Call Logged Run # CA TCU 006104



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: June 11, 2019

ITEM SUBMITTED BY: Peter J. Kampa, General Manager

SUBMITTAL PREPARED BY: Peter J. Kampa, General Manager

AGENDA ITEM: 3A. General Manager's Report

RECOMMENDED ACTION

This report is presented for information only.

BACKGROUND

The month of May 2019 was extremely busy with budget development activities, coordination and meetings on the Fire Department planning study (May status report attached), participating in the county wildfire emergency planning taskforce, coordinating with the county in their preparation for a potential fire tax, and coordination/review of planning project documents prepared by the county.

I also attended Legislative Action Days held in Sacramento by CSDA on May 21 and 22. Director Edwards and President Kwiatkowski also attended and actively participated, as did Director Swan, who attended representing GCSD at the expense of SDRMA. Legislative Days is well attended by district managers and elected officials from throughout the state, and is the premier event during which districts can raise awareness among lawmakers about the effect of legislation on our ability to provide services.

Groups of District officials met with legislative staff and conveyed our support for ACA 1, which would align with general taxes and school districts the voting requirements for special district revenue measures for specific purposes. We also informed lawmakers of the potential harm of legislation ([SB 13 Weicowski](#)) that significantly restricts the District's ability to levy reasonable and relevant connection fees and charges to new accessory dwelling units. We also conveyed our support for [ACR 89 Cooley](#), which declares September 22 – 28, 2019 to be Special Districts Week and encourages all Californians to be involved in their communities and civically engaged with their local government.

Day two of the event included additional policy discussion and an excellent presentation by Mark Gillarducci, Director of the Governor's Office of Emergency Services. Mr. Gillarducci discussed the large increase in major disasters over the recent years, and strongly encouraged local emergency planning efforts; for which he expects the state to provide additional funding in this 2019/20 budget year.

Of particular interest this month is the attached Notice of Cancellation of the May 15, 2019 Tuolumne County Planning Commission meeting, where approval of the site development permit for the Under Canvas project was scheduled. The meeting was cancelled following contact from GCSD the night before the hearing, and subsequent recognition by the county that GCSD had not been appropriately notified of the project and/or allowed to comment on potential impacts. An environmental document for the project is now being prepared and will be circulated to GCSD and others for comment prior to approval.

The Water and Sewer Master Plan proposals were originally due June 10, 2019 in anticipation of a consulting contract award at the June 11 meeting. The deadline for submittal of proposals was extended to June 17 to allow consultants additional time to prepare comprehensive work plans. Some consultants are planning to visit the GCSD site to more thoroughly understand the planning needs of the District. We will consider award of the consulting contract in July 2019.

ATTACHMENTS

- Letter to state legislators supporting ACA 1
- Citygate Associates Fire Study Status Report for May 2019
- Notice of Cancellation of Tuolumne County Planning Commission; Under Canvas Project



G.C.S,D, Services - 209 / 962-7161
Fax - 209 / 962-4943
Fire Department - 209 / 962-7891
www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

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

May 16, 2019

The Honorable Andreas Borgeas
California State Senate
State Capitol
Sacramento, CA 95814

Re: ACA 1 (Aguiar-Curry) – Local Government Financing - **SUPPORT**

Dear Senator Borgeas,

On behalf of the Groveland Community Services District (GCS D), I am writing to support ACA 1 (Aguiar- Curry), which will create a new voter approved mechanism with a vote threshold of 55% to approve local general obligation (G.O.) bonds and special taxes for certain affordable housing and public infrastructure projects. GCS D provides water, sewer, fire and park services in the community of Groveland. The GCS D fire department responds to fire and emergency calls all along the Highway 120 corridor, from Chinese Camp to Yosemite National Park.

ACA 1 targets the urgent needs of local communities. This measure gives local governments a more realistic financing option to fund an increase in the supply of affordable housing, and to address the numerous local public infrastructure challenges cities, counties, and special districts are facing. The California Constitution currently requires a two-thirds vote at the local level for both G.O. bonds and special taxes, regardless of the purpose a city, county, or special district is seeking those funds.

ACA 1 will provide mechanisms for cities, counties, and special districts to have a viable financing tool to help address important community needs for affordable housing and public infrastructure. Local voters would still need to overwhelmingly support a bond or special tax (with 55%) in order for it to be approved, thus protecting voters' control over how their tax dollars are spent. The bill also provides specific requirements for voter protection, public notice, and financial accountability.

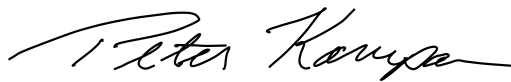
The District will soon be proposing a special tax measure to fund the replacement of extremely expensive firefighting apparatus and rescue equipment. Tax measures requiring 2/3 vote approval are extremely difficult to pass in Tuolumne County. Without a successful revenue measure by the

end of 2020, the GCSD fire department will not be able to continue staffing the station or replace decades old fire engines. Lacking adequate equipment or staffing for the GCSD fire department, emergency response to populated areas such as Pine Mountain Lake will take over 30 minutes from the closest station, and responses to the growing resort areas near the Yosemite entrance will take over an hour. We are confident that a GCSD funding measure for fire equipment will receive an overwhelming 55% voter support, thus solidifying the viability of GCSD Fire for the future and improving public safety in the region.

If approved by the Legislature, ACA 1 would then have to achieve voter approval during a statewide election. This would further solidify the fact that voters support this change. Californians want to have an impact on their communities, because they know best what their families and neighbors need.

For these reasons, Groveland Community Services District is pleased to support Assembly Constitutional Amendment 1. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Peter Kampa". The signature is fluid and cursive, with the first name "Peter" and last name "Kampa" clearly legible.

Peter J. Kampa
General Manager

cc: Anthony Tannehill, Legislative Representative, California Special Districts Association



600 Coolidge Drive, Suite 150 ■ Folsom, CA 95630 ■ PH 916-458-5100 ■ FAX 916-983-2090

June 5, 2019

Peter Kampa
General Manager
Groveland Community Services District
18966 Ferretti Road
Groveland, CA. 95321
Pkampa@gcsd.org

SUBJECT: UPDATE OF THE DISTRICT’S FIRE MASTER PLAN TO INCLUDE POTENTIAL DEVELOPMENT OUTSIDE THE DISTRICT–STATUS REPORT NO. 1

Dear Mr. Kampa:

The following letter presents Citygate Associates, LLC’s written status report concerning our update to the Groveland Community Service District’s (District) Fire Master Plan and evaluate impacts of planned new developments outside the current District boundaries for the Groveland Community Services District. This Status Report is for the period of May 1, 2019 through May 31, 2019. Our letter is organized as follows:

- ◆ Work Performed in the Current Reporting Period
- ◆ Work Scheduled in the Next Reporting Period
- ◆ Project Schedule and Study Issues.

WORK PERFORMED IN THE CURRENT REPORTING PERIOD

In May we received our contract and sent you our background document request on May 20th.

WORK SCHEDULED IN THE NEXT REPORTING PERIOD

In June, when we receive the background information from the Fire Department and you receive more data from County Planning, we will schedule the first on-site assessment data.

PROJECT SCHEDULE AND STUDY ISSUES

None at this time, the project is on schedule and within budget.

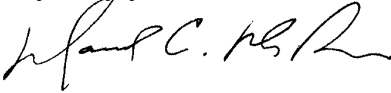
Mr. Kampa
June 5, 2019
Page 2

* * *

We appreciate the opportunity to serve the Groveland District again on this project. We will consider the tasks and actions described in this letter to fulfill those contract obligations unless you give us written notice of any deficiencies or shortcomings within 30 calendar days.

Please call me if you have any questions concerning this status report or the project.

Very truly yours,



David C. DeRoos, MPA, CMC
President



COMMUNITY RESOURCES AGENCY

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
www.tuolumnecounty.ca.gov

PRESS RELEASE

Date: May 15, 2019
Division: Planning Division
Contact: Quincy Yaley, Assistant Director – Development
Phone: (209) 533-5633

FOR IMMEDIATE RELEASE

“Under Canvas Site Development Permit”

The May 15, 2019 Tuolumne County Planning Commission meeting scheduled for 6 PM in the Board of Supervisors chambers has been cancelled. The public hearing was scheduled to consider Site Development Permit SDP18-002 for the Under Canvas project, located on Hardin Flat Road east of the community of Groveland. Below is the project description:

Site Development Permit SDP18-002 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, and bathrooms. The project site consists of two parcels totaling 80.1± acres. The parcels are zoned C-K (Commercial Recreation) and O-1 (Open Space-1) under Title 17 of the Tuolumne County Ordinance Code.

The applicants, Under Canvas LLC, have decided to postpone the public hearing to continue to address concerns identified by the community. The environmental document will be revised and re-released at a future date. Any comments that have been submitted on the project will continue to be a part of the project record. Stakeholders interested in the project who wish to receive future notification of project developments and are not already receiving notices should send their name and email or mailing address to Natalie Rizzi at nrizzi@co.tuolumne.ca.us or to the Community Resources Agency, 2 South Green Street, Sonora, CA 95370.

-# # # #-



Operations Report

Month of Review: May 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: May 2019

Total	4.799MG
High	.288MG
Low	.10MG
Average	.15MG

Effluent Totals From Plant: May 2019

Total	5.19MG
High	.28MG
Low	.09MG
Average	.17MG

Rainfall Totals at the Sewer Treatment Plant Month of March

Year	Total Rainfall-inches
2019	7.90 – (1.88 High)
2018	0.53 – (0.45 High)
2017	0.35 – (0.20 High)
2016	0.28 – (0.16 High)
2015	1.46 – (1.05 High)
Current Season Total	56.40

Wasting Totals

Total Inches	376
Total Pounds	4963

Reclamation Totals: Off for the Season

--	--

Active Sewer Accounts: 1546

Activities at the Wastewater Treatment Plant

- Took weekly Bac Ts of the CCC and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State

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
- Installed new UPS at Ls 10
- Worked with Pacific Pipeline on the cleaning of Ls 5 & 8
- Completed Manhole Inspections for Ls 6 & 8 gravity lines (65 Manholes opened in May)



Partially clogged manhole found during inspections

- Cleaned Lift Stations 1, 3, 4 and 16 (wet wells, Pt's, floats)

Treated Water Department

- Submitted monthly Water Treatment Report and Conservation Report.
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS.
- Performed monthly UV calibrations at 2G and BC.
- Took weekly plant samples and sent into Aqua Lab.
- Worked on annual CCR
- Worked/operated AWS (adjusting chemical pumps, calibrating monitoring equipment)
- Cleaned UV sensor wells at Big Creek and Second Garrote treatment Plants
- Repaired broken sample line at second Garrote Treatment plant



2G sample line leak at corporation stop



New corporation stop and fittings

- Diagnosed Second Garrote drainage pump, found rat had packed debris around float which was holding out the pump

Distribution Department

- Took distribution samples and sent into Aqua Lab
- Monitored Distribution Tank weekly
- 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)
- Weed eat around hydrants in BOF
- Dosed Tank 4 to bring chlorine residual up
- Cleared and reset faults at Highlands pump station

Meter Related Services	Total
Check/repair meter	1
Install water meter	0
Monthly lock offs	13
Meter change outs	1
Read tenant out	5
Re-Read	31
Turn off meter	8
Turn on meter	21
Test meter	20
Total Distribution Issues	100

Active Water Accounts:3243

Billed Consumption	Gallons
Residential	6186898
Commercial	649589

Construction and Maintenance

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

Maintenance

- General yard maintenance around the District main 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)
- Completed 90 day BIT inspections on engine 788, Flush Truck and Vac-Truck
- Repaired air leak on Vac-Truck brake system
- Installed new climber handles on the Park Play Structure oval crater wall
- Completed new sewer connection on Pine Mountain drive
- Checked Tank 2 stand by generator for automatic transfer problems
- Worked on fabricating/modifications of the Traffic control trailer.
- Worked with Industrial Electric on standby generator/transfer switch repairs for Ls 14, 10 and Tank 2
- Installed new HOA switch for Ls 9 standby generator
- Repaired Truck 8 right rear tire
- Supported JB Bostic Co on PML road repairs (they found a buried man hole cover)
- Serviced Admin car (oil, filters, ETC)
- Replaced the battery on Ls 11 generator
- Diagnosed Ls 2 generator for auto transfer problem found generator had lost prime to its fuel system, primed and tested ok
- Repaired coolant hose on Truck 17
- Supported Aqua Sierra on radio troubles at Tank 2, Second Garrote, Tank 5 and Ls 16
- Checked/ran standby generators/transfer switch at Ls 3,5,6,7,8,9,10,11,12,13,14,15,16, Highlands, Dunn Ct, AWS and Tank 2
- Installed the Lower Park canopy for the summer season

Flint Ct water break



Broken Sch 40 4" PVC Split 20' due to deflection in the pipe and poor installation



On left you can see the spilt going into the coupling on the right is the completed section with 4" C900 with 45 degree fitting.

Water Projects

- Worked on acquiring information for new Maintenance Software (SEMS)

Sewer Projects

- Flume Project will start July 1,2019

Park Projects

Supported Rotary with BBQ Pit cover project



Completed new BBQ pit cover

After Hour Calls

Staff had 12 after hour calls: 4 water and 8 sewer, all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- 5-7-2019 stairways and ladders- with quiz
- 5-14-2019 Hearing safety
- 5-21-2019 Monthly safety bulletin
- 5-29-2019 Easement Maintenance Training
- 5-31-2019 Situational Awareness Tailgate safety
- CPO Greg Dunn held in house math class for upcoming water certification exam.

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
May 14, 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, 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 10:04am.

Absent: Director Mora

Approve Order of Agenda

Director Kwiatkowski announced that Directors Swan and Armstrong had scheduling conflicts and would have to leave the meeting between 12:00pm and 1:00pm. She requested the closed session items be considered after the consent calendar.

Motion

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

Ayes: Directors Armstrong, Edwards, Kwiatkowski, and Swan

Absent: Director Mora

Public Comment

A member of the public inquired whether the General Manager ad hoc committee met and how many times.

A member of the public stated that it appeared the District was purposely putting the more contentious items at the end of the agenda.

Information Items

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

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
 - 1. Notice of Completion Filed for the Ferretti Road Water and Sewer Repairs
 - 2. Update Report on the Status of Preparation of Water and Sewer System Capital Improvement Plans
 - 3. Update report on the status of the District's response to Tuolumne County Regarding the Environmental Impact Report Notice of Preparation (NOP) for the Proposed Terra Vi Lodge Project
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

1. 3rd Quarter Financial Statement
 2. Quarterly Investment Report
- B. Community Relations Consultant's Report
C. Park Advisory Committee 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 April 12, 2019 Special Meeting
- B. Accept April Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title
- D. Adoption of Resolution 13-2019, A Resolution Approving an Option and Lease Agreement Between Groveland Community Services District and New Cingular Wireless PSC, LLC, for Cell Site at Second Garrote
- E. Adoption of Resolution 26-2019 Approving a Legislative Advocacy Policy
- F. Establish a Development and Adoption Schedule for the 2019/20 Fiscal Year Budget, Including a Special Meeting/Budget Workshop on May 30, 2019 at 10:00am

Motion

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

Ayes: Directors Armstrong, Edwards, Kwiatkowski, and Swan

Absent: Director Mora

The Board convened into closed session at 11:45am.

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

- A. Public Employee Appointment (Pursuant to Govt. Code Sec. 54957)
Title: General Manager
- B. 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 12:10pm.

Director Kwiatkowski announced that there was no Board action taken in closed session.

Director Kwiatkowski also announced that item 7B was tabled to a Special Meeting to be held on May 30th as there was not enough time to discuss the issue at today's meeting.

Public Session – Board Action/Announcement out of Closed Session

- A. Consideration of Adoption of Resolution 27-2019 Approving an Employment Agreement with Peter Kampa for the Position of General Manager

Director Kwiatkowski announced that, *“The Board considered the adoption of Resolution 27-2019 approving an Employment Agreement with Peter Kampa for the position of General Manager, now we have one change in the contract, we would like to announce the time off; it would be two weeks paid vacation, two weeks of paid admin leave, and two weeks of unpaid personal leave, and that would total the six weeks that was in question that was brought up by the member of the public.”*

Motion

Director Swan moved, seconded by Director Edwards and the motion passed to approve Resolution 27-2019 approving an Employment Agreement with Peter Kampa for the position of General Manager with the discussed and agreed upon revisions regarding leave.

Ayes: Directors Armstrong, Edwards, Kwiatkowski, and Swan

Absent: Director Mora

Director Swan left the meeting at 12:15pm.

Old Business

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

- A. Review of, and Board Prioritization and Direction on Board Goals, Management Objectives and Related Actions; Covering all District Services and Activities

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to approve the management objectives as presented.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

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.

Approval of the Submission of a CALFIRE Volunteer Assistance Grant Application in an Amount of up to \$20,000 and Committing to a 50% Project Cost Match

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to allow the GCSD Fire Department to apply for the CAL FIRE Volunteer Assistance Grant and to allow the General Manager to sign any subsequent documentation for the application.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Adoption of Resolution 23-2019 Approving Implementation FY 2019/20 Water Rates to be Effective July 1, as Stipulated in the 2015 Water Rate Analysis

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed to Adopt Resolution 23-2019 Approving Implementation FY 2019/20 Water Rates to be Effective July 1, as Stipulated in the 2015 Water Rate Analysis.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Adoption of Resolution 24-2019 Approving Implementation FY 2019/20 Sewer Rates to be Effective July 1, as Stipulated in the Approved 2018 Sewer Rate Plan

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to Adopt Resolution 24-2019 Approving Implementation FY 2019/20 Sewer Rates to be Effective July 1, as Stipulated in the 2018 Sewer Rate Plan.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Adoption of Resolution 25-2019 Establishing Designated Water Reserve System Reserves

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to Adopt Resolution 25-2019 Establishing Designated Water Reserve System Reserves.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Consideration of Appointment of a Representative of the Board to Serve as the Candidate for Potential Selection to Serve as a Special District Representative on the County LAFCO and Provide Direction Regarding Associated Cost Sharing Agreements and Decision Making

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed to:

- 1. Appoint Director Kwiatkowski to serve on LAFCO should the Commission be expanded to include special districts;*
- 2. Allow special district members to vote on proposals affecting their own districts;*
- 3. Authorize the Board President or designee to approve a special district funding allocation of up to 1/3 of the cost of LAFCO operation, distributed among districts according to a formula acceptable to a majority of the special districts participating.*

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Approval to Proceed with Preparation of a Funding Application to the USDA Rural Development, Rural Utilities Services for Water System Improvements Including Installation of an Automated (Water) Meter Reading System, Improvements to the Alternate Water Supply Facility, Upgrade of the Wastewater Plant Headworks and Renovation of the Wastewater Reclaimed Irrigation System

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed that the Groveland Community Services District (GCSD) Board of Directors authorize the preparation of a Preliminary Engineering Report and submit a funding application to USDA to fund some of the FY 2019-20, and FY 2020-21 Capital Improvement Projects.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Initial Review of a Private Sewer Lateral Regulation to be Included in the Revised Sewer Ordinance

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed that the Board accept the recommended language for inclusion in the draft revised Sewer Ordinance.

Ayes: Directors Armstrong, Edwards, Kwiatkowski

Absent: Directors Mora and Swan

Adjournment

The meeting was adjourned at 1.22pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
May 30, 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, 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.

Absent: Directors Mora and Armstrong

Approve Order of Agenda

Motion

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

Ayes: Directors Kwiatkowski, Edwards, Swan

Absent: Directors Mora and Armstrong

Public Comment

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. Conduct a Board Workshop and Receive Preliminary Public Input in Review of the Proposed District Budget for the 2019/20 Fiscal Year Beginning July 1, 2019
 - i. Establish a Public Hearing Date of June 19, 2019 for Consideration of Adoption of the Final 2019/20 Fiscal Year Budget

Motion

Director Kwiatkowski moved, seconded by Director Swan, and the motion passed to approve to direct staff to prepare for initial consideration during the June 11, 2019 regular Board meeting, the draft 2019/20 Fiscal Year Budget to include the direction given by this Board in today's Budget Workshop, and schedule the Budget Public Hearing to be held on June 19, 2019.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Directors Mora and Armstrong

The Board convened into closed session at 12.32pm.

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 2:02pm.

Director Kwiatkowski announced that there was nothing to report out of closed session.

Adjournment

The meeting was adjourned at 2:02pm.

APPROVED:

ATTEST:

Janice Kwiatkowski, President

Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

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

Accounts Payable Checks



User: dpercoco
Printed: 6/6/2019 9:20:22 PM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17863	AQU01	Aqua Labs	5/31/2019	True	050 Water Tests	\$4,590.00
17864	aqu5	Aqua Sierra Controls Inc.	5/31/2019	True	IT Services - SCADA system & Server Upgrade-Partial Billing	\$34,148.44
17865	BRE01	Breshears, W. H.	5/31/2019	True	Fuel & Oil	\$2,727.79
17866	CAR06	Carbon Copy Inc.	5/31/2019	True	Monthly Copier Usage	\$55.78
17867	CMRS	CMRS-FP	5/31/2019	True	Postage Machine Refill	\$1,200.00
17868	CWE01	CWEA	5/31/2019	True	Brandon Klein Coll/Maint. GR2, Coll/Maint GR3 Test	\$292.00
17869	Edw02	Edwards, Spencer	5/31/2019	True	Reim Spence Edwards for Hotel charges put on his personal c/c	\$156.25
17870	GCS01	GCS D Petty Cash	5/31/2019	True	Anthony Trujillo meal for Training class	\$59.73
17871	GEN01	General Plumbing Supply	5/31/2019	True	2G post cw sample line repair	\$334.41
17872	gro08	Groveland Transfer Station	5/31/2019	True	Dump fees for yard clean up	\$48.10
17873	HAC01	Hach	5/31/2019	True	Conductivity probe, HQ14D for Quality Testing	\$1,970.30
17874	HIT01	Hi-Tech E V S, Inc	5/31/2019	True	Pump Test for Fire Engine 787	\$1,180.00
17875	neu01	Neumiller & Beardslee	5/31/2019	True	Legal Services	\$322.00
17876	Pac05	Pacific Pipeline, Inc.	5/31/2019	True	Hydro Flush Lift Stations 5 & 8	\$3,767.50
17877	Pri04	PLIC-SBD Grand Island	5/31/2019	True	Monthly Dental, Vision, Life & LTD Insurance	\$2,865.09
17878	Sta15	Staples Credit Plan	5/31/2019	True	Office supplies	\$724.67
17879	SWR02	SWRCB	5/31/2019	True	Pat Sommarstrom D1 Renewal	\$70.00
17880	TIR01	The Tire Shop	5/31/2019	True	Flat repair for Truck #8	\$20.00
17881	ULI01	ULINE, Attn AR	5/31/2019	True	Fire Dept.-Trash cans, floor wax	\$1,731.74
17882	Ver02	Verizon Wireless 5298	5/31/2019	True	Monthly Cell Phone	\$303.46
17883	Wells	Wells Fargo Bank, N.A.	5/31/2019	True	Monthly Lease on Admin Copier	\$359.29
901995	PER01	Pers - Electronic	5/23/2019	True	Pete Kampa PERS 5/8 to 5/21/19	\$453.19
115713	OE3	Operating Engineers Local #3	5/22/2019	True	PR Batch 00002.05.2019 Oper Engin Union Dues	\$279.18
901990	DCSS	Dept of Child Support Services	5/22/2019	True	PR Batch 00002.05.2019 Wage Garnish Child Support	\$205.03
901991	EDD01	EDD - Electronic	5/22/2019	True	PR Batch 00002.05.2019 State Unemp Ins	\$1,509.40
901992	FedEFTPS	Federal EFTPS	5/22/2019	True	PR Batch 00002.05.2019 Federal Income Tax	\$8,401.71
901993	PER01	Pers - Electronic	5/22/2019	True	PR Batch 00002.05.2019 PERS Employee Deduct	\$4,486.30
901994	TD 457	TD Ameritrade Trust Co.	5/22/2019	True	PR Batch 00002.05.2019 457 Deferred Compensation	\$980.00
17846	Alderson	Alderson Fencing	5/17/2019	True	Walk Gate for STP Fence	\$5,222.83
17847	am01	AM Consulting Engineers, Inc.	5/17/2019	True	Sewer Headworks Replacement Engineering fees	\$6,160.00
17848	ATT02	AT&T	5/17/2019	True	Monthly Cal Net phone service	\$483.04
17849	CAD01	California CAD Solutions	5/17/2019	True	GIS Mapping System 5/1/19 to 4/30/20	\$7,440.00
17850	DIS01	Dish Network	5/17/2019	True	Satellite TV for FD	\$45.68

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17851	FOO01	Foothill-Sierra Pest Control	5/17/2019	True	Pest Control	\$157.00
17852	GCS02	GCSO2	5/17/2019	True	Park Water Bill	\$120.29
17853	gilb01	Gilbert Associates, Inc.	5/17/2019	True	CPA Services	\$3,100.00
17854	Int03	IBS of Sacramento Valley	5/17/2019	True	1 battery for Kabota tractor	\$406.10
17855	Pac05	Pacific Pipeline, Inc.	5/17/2019	True	Lift Station 6 & 7 cleaning	\$3,767.50
17856	phe01	PH Electric	5/17/2019	True	Replace STP irrigation soft start replacement	\$399.30
17857	rabo01	Rabobank Visa Card	5/17/2019	True	Monthly Credit Card Purchases	\$4,428.68
17858	Safety-K	Safety-Kleen Systems	5/17/2019	True	Maintenance on Parts Washer	\$506.84
17859	SWR02	SWRCB	5/17/2019	True	Anthony Trujillo WW Treatment Operator 2 Certification	\$125.00
17860	Tuo14	Tuolumne County Recorder	5/17/2019	True	8 Satisfaction of Lien fees	\$88.00
17861	Ver03	Verizon Wireless 7706	5/17/2019	True	Monthly Auto Dialers	\$164.85
17862	ZEE01	Zee Medical Service Co	5/17/2019	True	First Aid Supplies	\$202.70
17845	DEP09	Department of Forestry & Fire Protection	5/14/2019	True	Amador plan charges through 3/31/19	\$144,449.23
17773	Accela	Accela, Inc. #774375	5/9/2019	True	Monthly C/C Web Pmt Fees	\$1,067.35
17774	BLU01	Anthem Blue Cross	5/9/2019	True	Monthly Group Health Ins.	\$18,549.93
17775	UB*02416	Basile, Anthony	5/9/2019	True	Refund Check	\$52.93
17776	UB*02436	Bawani, Trustee, Nadeem & Forzia	5/9/2019	True	Refund Check	\$28.10
17777	BUR01	Burton's Fire Inc	5/9/2019	True	Seat cushion for Engine 781	\$634.22
17778	CALGON	Calgon Carbon Corporation	5/9/2019	True	1 ea. UV Calibration for R3009	\$314.00
17779	UB*02439	COLE, MICHAEL	5/9/2019	True	Refund Check	\$83.36
17780	COL03	Columbia Communications	5/9/2019	True	Repair Bendix King HT #0745253	\$658.86
17781	Datapro	Datapro Inc.	5/9/2019	True	Monthly UB Statement Processing	\$1,873.50
17782	UB*02441	Daughters, Gary	5/9/2019	True	Refund Check	\$236.25
17783	DEP09	Department of Forestry & Fire Protection	5/9/2019	True	Jan-Mar 2019 CalFire Contract	\$217,891.08
17784	Dept Wtr	Department Of Water Resources	5/9/2019	True	Groveland Dam Wastewater Reclamation Permit	\$12,570.00
17785	DRU01	Drugtech Toxicology Services, LLC	5/9/2019	True	Consortium DOT Tests	\$114.00
17786	ESPO	E-Spon Technology	5/9/2019	True	VPN connection at 2G	\$680.00
17787	Fas02	Fastenal	5/9/2019	True	Marking paint for inventory	\$72.03
17788	FOO01	Foothill-Sierra Pest Control	5/9/2019	True	Weed Control at STP & District	\$4,450.00
17789	GCS02	GCSO2	5/9/2019	True	District Water Bill	\$2,049.46
17790	GCS01	GCSO1 Petty Cash	5/9/2019	True	Food for GRACE meeting	\$147.65
17791	GEN01	General Plumbing Supply	5/9/2019	True	Parts for Septic to Sewer conversion 1/357	\$259.93
17792	GEN02	General Supply Co	5/9/2019	True	Parts for power outlet on top of water tanks	\$211.98
17793	UB*02437	Glajchen, Deon	5/9/2019	True	Refund Check	\$940.36
17794	GRA04	Grainger	5/9/2019	True	2 ea. weedeater bump feed head	\$174.58
17795	Gre05	GreatAmerica Financial Services	5/9/2019	True	Monthly Avaya Phone System Lease	\$186.36
17796	gro08	Groveland Transfer Station	5/9/2019	True	Dump run from Conex container	\$38.55
17797	H&S	H & S Parts and Service	5/9/2019	True	Parts for Truck#18	\$120.91
17798	Hes01	Hessler Construction Co.	5/9/2019	True	Maint. Building Repairs	\$24,875.00
17799	HIT01	Hi-Tech E V S, Inc	5/9/2019	True	2 ea. Hurst Annual Testing/Maint of Hurst Extrication Equipment	\$1,373.07
17800	ind04	Industrial Electrical Co.	5/9/2019	True	Tank #2 Generator repair	\$2,163.39
17801	IRO01	Iron Mountain	5/9/2019	True	202 boxes shredded, 2 ea. 65 gal bins shredded off-site	\$1,642.47
17802	ITR01	Itron Electric Metering Co Inc	5/9/2019	True	Quarterly Hardware Maint-Handhelds	\$740.04

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17803	JSW02	J.S. West Propane Gas	5/9/2019	True	Propane	\$208.82
17804	JOR01	Jorgensen Co.	5/9/2019	True	Annual Fire Extinguisher Maint/Repair	\$1,543.67
17805	Kam01	Kampa Community Solutions, LLC	5/9/2019	True	General Manager consulting duties	\$12,980.00
17806	KC Auto	KC Auto Parts	5/9/2019	True	April Auto Parts	\$494.20
17807	KC01	KC Courier, LLC	5/9/2019	True	Monthly Courier Service	\$372.38
17808	KEL01	Kelly Moore Paint Co.	5/9/2019	True	Paint tor Maint Building repair	\$295.25
17809	KIM01	Kimball Midwest	5/9/2019	True	Clamps for shop	\$32.07
17810	UB*02435	Kling, Brian & Lynn	5/9/2019	True	Refund Check	\$74.90
17811	Kof02	Koff & Associates	5/9/2019	True	Classification/Comp Study	\$1,541.00
17812	MOO01	Moore Bros. Scavenger Co., Inc.	5/9/2019	True	Garbage Service	\$1,061.02
17813	Mor04	Mora, Nancy	5/9/2019	True	Mileage for SDLA Conference	\$146.05
17814	UB*02440	Morejon, Dale	5/9/2019	True	Refund Check	\$49.00
17815	MOT03	Mother Lode Answering Service	5/9/2019	True	Monthly Call Forward/Paging	\$183.00
17816	MOU03	Mountain Oasis Water Systems	5/9/2019	True	Bottled Water	\$146.00
17817	Moy02	Moyle Excavation Inc.	5/9/2019	True	5% Retention billing for Ferretti Job	\$1,975.00
17818	MES01	Municipal Emergency Services Depository Acct.	5/9/2019	True	2 ea. Protective flash hoods	\$79.32
17819	Pac05	Pacific Pipeline, Inc.	5/9/2019	True	Hydro Flushing & CCTV for Sewer line on HWY 120 (Pharmacy)	\$5,700.00
17820	Par02	Parcel Quest	5/9/2019	True	Parcelquest clipping license agreement	\$1,500.00
17821	per04	Percoco, Ronald	5/9/2019	True	Monthly Uniform Laundering	\$1,934.00
17822	PGE01	PG&E	5/9/2019	True	Monthly Electric Charges	\$635.37
17823	pin04	Pine Alley Saw Shop	5/9/2019	True	Weed eater string & oil	\$143.97
17824	pin06	Pine Mountain Employment Temp Agency	5/9/2019	True	Temporary Office clerk	\$1,409.10
17825	PIN03	Pine Mt. Lake Association	5/9/2019	True	PML ad for GRACE meeting	\$288.75
17826	UB*02434	Pitts, Forrest	5/9/2019	True	Refund Check	\$20.48
17827	UB*02419	Pluckhan, Gary & Deborah	5/9/2019	True	Refund Check	\$195.56
17828	pml01	PML Hardware & Supply Inc.	5/9/2019	True	April Hardware supplies	\$992.39
17829	Pollard	Pollard Water.com	5/9/2019	True	Hose kit for trash pump	\$864.29
17830	SUE01	Ray Suess Insurance & Invst	5/9/2019	True	Retired Members Medical JJ RD EP PL CS WS	\$4,298.72
17831	Ron01	Roni Lynn Photography	5/9/2019	True	Social Media Management	\$2,675.00
17832	SAF01	Safe-t-lite	5/9/2019	True	New retro reflective traffic control signs	\$3,983.70
17833	SFPUC	San Francisco Public Utlities Commission	5/9/2019	True	Monthly Water Purchase	\$11,308.86
17834	SIE03	Sierra Motors	5/9/2019	True	Door repair for Engine #788	\$3,633.16
17835	UB*02438	Silva, Gregory & Julie	5/9/2019	True	Refund Check	\$149.84
17836	son14	Sonora Lumber Co.	5/9/2019	True	Siding/Lumber for Maint. Building repair	\$5,062.41
17837	tod02	Todd, Richard T.	5/9/2019	True	Surveying for Tank #2 & #3	\$600.00
17838	TRO01	Trotter Welding & Steel Supply	5/9/2019	True	Welding parts for Traffsic Control trailer	\$1,279.33
17839	TUO01	Tuo. Co. Public Power Agency	5/9/2019	True	Public Power Purchase	\$10,883.89
17840	UNI05	Univar Usa Inc.	5/9/2019	True	768 lbs Dechlor Tabs, 1/2 pallet, 16 bkts	\$2,303.17
17841	Ver02	Verizon Wireless 5298	5/9/2019	True	Monthly Cell Phone	\$303.46
17842	Wells	Wells Fargo Bank, N.A.	5/9/2019	True	Monthly Lease on Admin Copier	\$359.29
17843	UNI01	Western Communications, Inc.	5/9/2019	True	Admin Services Tech Ad	\$182.85
17844	Yos06	Yosemite Highway Herald	5/9/2019	True	May Quaeter page ad for GRACE meeting	\$153.50
115712	OE3	Operating Engineers Local #3	5/8/2019	True	PR Batch 00004.04.2019 Oper Engin Union Dues	\$304.56

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount	
901985	DCSS	Dept of Child Support Services	5/8/2019	True	PR Batch 00004.04.2019 Wage Garnishment Child Support	\$235.95	
901986	EDD01	EDD - Electronic	5/8/2019	True	PR Batch 00001.05.2019 Employmt Training Tax	\$1,149.22	
901987	FedEFTPS	Federal EFTPS	5/8/2019	True	PR Batch 00004.04.2019 FICA Employer Portion	\$8,483.14	
901988	PER01	Pers - Electronic	5/8/2019	True	PR Batch 00001.05.2019 PERS Employer Expense	\$4,817.93	
901989	TD 457	TD Ameritrade Trust Co.	5/8/2019	True	PR Batch 00001.05.2019 457 Deferred Compensation	\$980.00	
						May Direct Deposit Payroll	\$47,990.82
						TOTAL ACCOUNTS PAYABLE	\$690,712.15



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: June 11, 2019

SUBMITTAL PREPARED BY: Alfonso Manrique, District Engineer

AGENDA ITEM: 6A. Adoption of a Resolution Approving the CEQA Mitigated Negative Declaration for the Downtown Groveland-BOF Sewer Project

RECOMMENDED ACTION

Staff recommends that the Groveland Community Services District (CSD) conduct a public meeting for this item and, through Resolution 28-2019, take the following action:

1. ADOPT the Mitigated Negative Declaration for the Groveland CSD Downtown Groveland and Big Oak Flat Sewer Collection System Improvements Project.

BACKGROUND

Groveland CSD proposes to install and replace sewer mains and associated infrastructure in the communities of Big Oak Flat, Groveland, and Pine Mountain Lake. An Engineering Design Report entitled “Downtown Groveland and Big Oak Flat Sewer Collection System Improvements” was prepared by AM Consulting Engineers in May 2017 to address the needed improvements.

The Project is needed to prevent sewer system blockages and sanitary sewer overflows and to provide adequate and reliable sewer service to District customers. The District’s existing treatment and collection system was built in 1941. Significant additions were made in 1982 and the system was last upgraded in 1990. The sewer collection system is aged and some of the older portions of the system experience blockages and require cleaning. The physical condition of some of these sewer lines is suspected to be poor, in some instances they may be beyond their life expectancy, and may need to be replaced or rehabilitated. Indicators of these conditions are failing manholes and infiltration and inflow issues in recent years. The District maintains sewer assets in accordance to industry standard practices by performing preventive maintenance on mechanical equipment and pipelines.

PROPOSED ACTIONS

The Project involves sewer system improvements in Big Oak Flat, Groveland and Pine Mountain Lake.

Specifically, the Project is broken down as follows:

Sewer system improvements in **Big Oak Flat**:

- Replace approximately 455 linear feet of 6-inch sewer pipe using open trench excavation methods.
- Rehabilitate approximately 792 linear feet of 6-inch sewer pipe using trenchless cured-in-place methods.
- Perform spot repairs to resolve pipe anomalies at two locations.
- Construct new manholes.
- Bring existing manhole lids up to grade.
- Install sealed or locking manhole lids.

Sewer system improvements in **Groveland**:

- Replace approximately 408 linear feet of 8-inch sewer pipe and 258 linear feet of 6-inch sewer pipe with open trench excavation methods.
- Rehabilitate approximately 1,413 linear feet using trenchless cured-in-place methods.
- Rehabilitate and install sealed or locking manhole lids.

Sewer system improvements in **Pine Mountain Lake**:

- Replace approximately 2,715 linear feet of 6-inch sewer pipe using open trench excavation methods.
- Perform spot repairs in sections where pipe abnormalities were detected.

Construction methods

Cured-in-place method uses a flexible fiberglass fabric liner coated with a thermosetting polyester resin to form a new pipe inside an existing pipe. The liner is inserted into the existing pipe through existing manholes and cured to form a new liner. The fabric liner holds the resin in place until a tube is inserted in the pipe to be cured.

Polyvinyl chloride (PVC) pipe will be used for sewer pipe replacement work.

Installing new manholes will require: (1) excavating to the depth needed to install the new manhole to new or existing sewer main infrastructure, (2) installing the concrete manhole chamber, (3) connecting new or existing sewer mains, (4) backfill excavations, and (5) restoring the soil surface. Rehabilitating manholes will involve applying a polymer coating to the interior surface of the manhole chamber. Bringing manhole lids to grade will consist of installing a

concrete riser column then restoring the soil surface to match the existing grade. Installing sealed or locking manhole lids will involve altering existing concrete collars to accommodate the new locking lids.

Project Schedule

Construction is expected to begin in February 2020 and end in August 2020.

ENVIRONMENTAL REVIEW

The Project is subject to the requirements of the California Environmental Quality Act (CEQA) and other regulatory environmental requirements. Groveland's Project Engineer (AM Consulting Engineers) retained the services of Crawford & Bowen Planning, Inc. to prepare the required CEQA documentation and associated studies.

The MND analyzed all environmental topics from the CEQA Guidelines Appendix G checklist and included specialized studies for biological and cultural resources.

The Project CEQA document processing will include a public meeting (today) and review/adoption of a Mitigated Negative Declaration (MND). In accordance with CEQA, the MND was noticed in *The Union Democrat* on May 10, 2019 and circulated to the State Clearinghouse. The required 30-day review period was from May 10, 2019 to June 10, 2019. Digital copies (CDs) of the CEQA documents were sent to the following:

- Department of Conservation
- CA Fish & Wildlife
- Department of Water Resources
- Caltrans, District 10
- CA Air Resources Control Board
- State Water Board
- Regional Water Quality Control Board
- Native American Heritage Commission
- State Lands Commission

The Project is expected to be funded with Clean Water State Revolving Fund (CWSRF) funds administered through the California State Water Resources Control Board (Water Board). One requirement of CWSRF funding is that the CSD will be required to comply with the Water Board's environmental requirements including CEQA-Plus. CEQA-Plus involves additional environmental analysis of certain topics to include federal thresholds, rules and regulations (for topics such as air, biology, cultural, etc.). In addition to this Mitigated Negative Declaration, the CSD is preparing a separate Environmental Package for submittal to the Water Board which includes the CEQA-Plus analysis.

Once the public meeting occurs and the MND is adopted, Groveland CSD's consultants will submit an Environmental Package to the State Water Board which contains all of the documents needed to satisfy the Boards environmental requirements. A Notice of Determination will be filed with the County Clerk's Office and with the State Clearinghouse.

FINANCIAL IMPACT

There is no fiscal impact associated with the adoption of this Resolution. The project cost is estimated to be \$5,845,568.00. The District is pursuing \$6 million in grant funding from the Clean Water State Revolving Fund. The State Water Resources Control Board (SWRCB) is currently processing the District's grant application and has not determined if a loan component will be required. Any required loan component will be executed through a funding agreement with the SWRCB.

ATTACHMENTS

1. Resolution No. 28-2019
2. CEQA Document and Attachments
(Available on Website)

RESOLUTION NO. 28-2019

**A RESOLUTION OF THE BOARD OF DIRECTORS, OF THE GROVELAND
COMMUNITY SERVICES DISTRICT TO ADOPT THE MITIGATED NEGATIVE
DECLARATION FOR THE DOWNTOWN GROVELAND AND BIG OAK FLAT SEWER
COLLECTION SYSTEM IMPROVEMENTS**

WHEREAS, the Board of Directors of the Groveland Community Services District (the “Board” and “District”, respectively) has received and reviewed the proposed Mitigated Negative Declaration, including the draft Initial Study/Mitigated Negative Declaration with appendices, and supporting information sources (collectively, the “draft MND”), together with the staff report and any comments received and responded to during the public review and hearing process (collectively, the “Environmental Record”) for the proposed construction and operation of the District’s sewer collection system improvement project (the “Project”), as described in the draft MND; and

WHEREAS, the District is the lead agency for purposes of environmental review of the Project under the California Environmental Quality Act (“CEQA”), pursuant to Public Resources Code § 21000 et seq., and the State “Guidelines for Implementation of the California Environmental Quality Act”; and

WHEREAS, the Project could, without mitigation, have resulted in a potential impact to certain areas of environmental concern, including Biological Resources and Cultural Resources; and

WHEREAS, the District has prepared mitigation measures to address and mitigate all potential environmental impacts to a “less than significant” level, which is a part of the Environmental Record reviewed and considered by the District; and

WHEREAS, the District has incorporated the mitigation measures described in the initial study for the Project (“Initial Study”) as conditions of approval by the District; and

WHEREAS, with the exception of the potential impacts stated above, there are no other potentially significant environmental impacts resulting from the Project; and

WHEREAS, the District submitted a Notice of Intent to Adopt a Mitigated Negative Declaration to the State Clearinghouse (#2019059053) and distributed it to those agencies which have jurisdiction by law with respect to the Project; and placed the Notice of Intent to Adopt a Mitigated Negative Declaration concerning the Project in the *Union Democrat* for publication on May 10, 2019; and

WHEREAS, the draft Initial Study/Mitigated Negative Declaration with appendices and supporting information sources were duly noticed for 30-day public review and comment from May 10, 2019 to June 10, 2019, as provided by law; and

WHEREAS, the District received no written comments in response to the draft MND;
and

WHEREAS, a hearing concerning the District's intent to adopt a final MND and MMRP was duly noticed and held on June 11, 2019, at which time any interested parties were afforded an opportunity to be heard in addition to the public review and comment period referenced above as part of the Environmental Record; and

WHEREAS, the District has considered, prior to adoption of the final MND, the Environmental Record in support of the final MND.

THEREFORE, BE IT RESOLVED that the Board finds, determines and resolves as follows:

SECTION 1. The Board adopts the foregoing recitals as true and correct.

SECTION 2. The Board finds that the Initial Study and Mitigated Negative Declaration reflect the independent judgment of the District as the lead agency for the Project.

SECTION 3. The Board finds that it has independently reviewed and considered the Environmental Record, including the Initial Study and proposed Mitigated Negative Declaration, as a final Mitigated Negative Declaration, prior to adopting the final Mitigated Negative Declaration.

SECTION 4. On the basis of the Environmental Record as the whole record before the Board, including the Initial Study and any comments received, the Board finds, in its independent judgment and analysis, that there is no substantial evidence the Project will have a significant effect on the environment.

SECTION 5. The Board confirms that the mitigation measures described in the Initial Study, have been incorporated into the Project and adopts a Mitigated Negative Declaration, as the final Mitigated Negative Declaration, which documents are a part of the Environmental Record before the Board for the Project.

SECTION 6. The Board approves and adopts the findings set forth herein, and the Mitigated Negative Declaration, based on the Environmental Record.

SECTION 7. Groveland CSD staff is authorized and directed to cause a Notice of Determination concerning the adoption of the Mitigated Negative Declaration for the Project to be filed in the office of the Tuolumne County Clerk and with the Office of Planning and Research in accordance with CEQA and State CEQA Guidelines.

This foregoing resolution is hereby approved and adopted at a regular meeting the Board of Directors of the Groveland Community Services District held on the 11th day of June, 2019, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 11, 2019.

DATED: _____



2019/20 Draft Budget Preparation Memorandum

June 11, 2019

1 BUDGET OVERVIEW

1.1 PURPOSE

We are pleased to present to the Board of Directors the first draft 2019/2020 fiscal year budget, which is described in detail in this memorandum. The intent of this document is to describe, in narrative terms, how management is approaching budget preparation, to describe what the budget will and will not contain, changes to be made or expected in operations and administration, capital investments proposed and other matters that will be tied directly to the revenue and expenses that the Board will see in the proposed budget. After Board review, vetting and direction, this memo will become the final budget narrative that supports and explains the budget for the benefit of the Board and public.

This is the first draft budget memorandum for 2019/2020, and will be further modified and completed as the final budget is considered by the Board on June 19, 2019.

1.2 TRANSPARENCY

The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to management goals and objectives, are simply presented and easily understood by the average District service customer. Budgets containing every line item to be purchased are not realistic or necessary in our public service environment, where our revenue is very predictable but our expenses can vary widely due to weather, regulations, disasters or critical equipment failure. Therefore, this budget is presented in functional categories in each service, including:

- Salaries, benefits and pension liabilities
- Operating expenses such as equipment, vehicles, system/building maintenance and repair
- Outside (contractual) services
- Other expenses such as utilities, training, certification
- Leases and debt service (loan) payments
- Capital outlay (projects and equipment with a value of over \$5000 and useful life of greater than three years)

To provide a basis of budget understanding, the assumptions, criteria and procedures of budget development are articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the year currently coming to a

close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

1.3 ACCOUNTABILITY

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether it was maintenance, state permits or salaries that produced the overrun. This provides the Board with the ability to uphold their fiscal responsibilities; seeking clarification, considering budget amendments and/or evaluating options to increase revenue or reduce expense.

1.4 SERVICE LEVELS

Special districts are truly the most responsive vehicle in which to respond to a community's service provision needs. In some cases, a district is formed to provide a single public service such as water or wastewater, and in others such as GCSD, a district is formed to provide multiple public services, tailored at a level specific to the needs of the customers. Considering these differences, it is important to understand the fact that some of our service levels are fixed by law, and others are at the discretion of the district through its Board of Directors; and considering public input.

1.4.1 Mandatory Service Level Example

The Local Agency Formation Commission (LAFCO) Resolution that formed GCSD assigns to us the responsibility to provide water and sewer services; which must be delivered in strict compliance with State and Federal Permits, regulations and laws. We are required to comply with these requirements, and if we do not, the state **will** levy steep fines, penalties and expensive/unplanned improvement requirements. Complaining that the District or its customers cannot comply with OSHA laws, Safe Drinking Water or Clean Water Act requirements because we do not have enough money; will not relieve the District of the fines or enforcement.

The District Board and management have NO flexibility when it comes to providing service in compliance with these requirements, no matter how costly. Therefore, management will budget for compliance and if we are not qualified to determine what is necessary/best for compliance, the expertise of professional consultants and their cost will be included and identified in the budget proposal.

1.4.2 Discretionary Service Level Example

Fire and Park services are examples where we have the discretion to set service levels. With regard to parks, if we own and operate them, certain less onerous mandatory requirements apply, including:

- To reduce liability, we must maintain for public safety. We can, and will be sued for a dangerous or defective condition of public property
- We must comply with all handicapped accessibility requirements for facilities and buildings
- Playgrounds must be constructed in compliance with the Handbook for Public Playground Safety
- We must comply with public contracting requirements such as payment of prevailing wage; CEQA and non-discrimination requirements

However, if we have no money available to replace a leaky roof, replace a broken refrigerator, irrigate or mow the lawn, stripe the parking lot, or keep the skate park open when the concrete fails; there is no requirement in law to provide for these. Therefore, if there is no money, the District can budget \$0 for water and \$0 for power, close and lock buildings and stop mowing the lawn.

In the example above, the District does have the ability to propose the adoption of a funding measure, such as a property assessment or special tax, that if approved by the voters can be used to maintain services at a current level or improve them to the level desired by the community.

1.5 2018/19 BUDGET PERFORMANCE AND ACCOMPLISHMENTS

Information is being compiled regarding the final expected financial performance to budget for the 2018/19 fiscal year. For the first time in many years, the District completed hundreds of thousands of dollars of grant funded system restoration projects, and building/infrastructure projects with rate dollars and reserves. A detailed recap of the 2018/19 fiscal year will be included in the 2nd draft budget memorandum for the June 19, 2019 Board meeting. The capital projects completed are briefly described below and financial detail included in the next version of this budget memo:

1. Flood damage restoration projects
 - Ferretti Rd: Water and sewer line replacement
 - Ls 7: Block wall, shoulder and asphalt repair
 - Ls 16: Grading, fencing replacement, lighting and electrical inspection
 - Admin parking lot: asphalt repair, shoulder repair
 - Maintenance yard: dirt removal from perc ponds, behind Maintenance shop, STP generator building and culvert replacement
 - Park restoration project
2. Truck #9 replacement
3. Second Garrote water treatment plant door repair/replacements
4. Maintenance building repairs: siding, paint, floor Joist and top plate repair
5. District lighting: Admin parking lot and Fire house parking lot
6. Drying bed concrete upgrade (replaced failed asphalt)
7. Big creek Turbine repair (scheduled to be installed June 13,14 2019)
8. Reservoir 1 valve vault replacement(scheduled for next week)
9. Flume repair: scheduled this fiscal year but wet month of May pushed start date to July 1st
10. AWS/Tank 2 booster pump skid and Generator install: Test run determined more programming will be required to operate at 100%
11. Metal pile removed
12. Fire Department Driveway Approach Replacement

1.6 BOARD DIRECTION RELATED TO BUDGET DEVELOPMENT

The Board of Directors held a budget workshop on May 30, 2019 to discuss and receive public input on the development of the budget. Staff presented the following Board Goals and budget objectives which has served as the guiding principles in this draft budget development:

1. **Support Staff** by providing a work environment that values, supports and improves employee recruitment, development, retention and cross-training of excellent employees
 - a. Include the revised salary structure and scale approved in the Compensation Report for immediate implementation
 - b. Maintain employee benefits at current levels
 - c. Identify additional no, and low cost benefits to continue improving efficiency and the work environment
 - d. Complete the (consultant developed) revised classification descriptions to improve efficiency, and clarify employee advancement opportunities
 - e. Implement the Operations Supervisor position to increase operations employee productivity, efficiency, safety, leadership development, training potential and accountability
 - f. Increase training for leadership, management, supervision and technical skills
 - g. Utilize professional consulting services to ensure appropriate and supportive human resources and associated legal principles are consistently followed
2. Board Goal Related to Policies – Propose new and amended policies and updated Ordinances that support accomplishment of management objectives and provide the framework for efficient operations
 - a. Engage the engineering, financial and legal professional services necessary to develop comprehensive and legally compliant ordinance updates, that are grounded in solid engineering and financial principles
 - b. Engage engineering consulting services to develop Capital Improvement Plans (CIP)
3. Board Goal to Support Facilities and Operations - Plan, fund and implement improvements to the treatment plants and systems that integrate technology and provide for industry standard, efficient maintenance and operations
 - a. Fund operations at a level to ensure:
 - i. Regulatory compliance
 - ii. Employee and public safety
 - iii. Improved efficiency, productivity and accountability
 - iv. Identification and addressing potential impacts of the PG&E Public Safety Power Shutdowns (PSPS)
 - b. Complete integrated water and sewer master plans completed by professional consultants
 - i. Complete water and sewer impact/connection/capacity fee study
 - ii. Complete an evaluation of more efficient sludge handling practices
 - c. Complete Fire Master Plan update and Development Impact Study with Citygate Associates

- i. Engage consultant to complete a fire services impact fee study
- d. Continue the engineering (and management) effort to secure state grant/loan funding agreements
- e. Improve and maintain information technology and SCADA systems to maximize data and system safety, productivity and efficiency
- f. Invest in engineering, consulting and data services to continue the digitization and update of district maps
- g. Engage the engineering services to complete and service a USDA grant/loan application for projects approved in May 2019
- h. Replace a faulty district service vehicle with an appropriately designed service truck, outfitted with appropriate tools
- i. Continue completion of necessary repairs and upgrades to preserve the life of existing buildings and reduce long term costs
 - i. Operations building(s) roof, windows, siding and paint
 - ii. Maintenance building windows and rain gutter
 - iii. Admin building roof repairs, paint and rear railing replacement
- j. Wastewater plant road restoration and drainage improvements
- k. Administrative office parking lot restoration (Phase 1 of 3-year, \$400,000 project)
- l. Fire Department bay lighting replacement for efficiency, rain gutter replacement and paint
- m. Commercial laundry equipment or uniform service to provide clean uniforms for those soiled by oil, grease, wastewater and during construction
- n. Pump, valve and other equipment replacements
- o. Plan, design and construct priority capital improvement projects in water and sewer
- p. Plan, design and potentially begin construction on (80%) grant funded park rehabilitations/improvements including (Per Capita Grant of \$200,000):
 - i. Irrigation System replacement to water saving and using smart controls
 - ii. Turf replacement
 - iii. Parking lot restoration
 - iv. Lower park security and safety lighting (potentially funded with county lighting district funds)
 - v. Replacement of destroyed and missing BBQ pits and picnic table
 - vi. Replacement of plumbing and fixtures in upper bathroom
 - vii. Skate park improvements including:

1. Concrete overlay – needs 4-inch concrete overlay over entire surface area
2. Recoating of ramp equipment
- q. Support for GRACE park project planning, outreach, meetings and grant applications
4. Board Goal: Support Customer Relations and Outreach – Improve the image of the District and treatment of employees through a variety of actions that raise public awareness of the good work of the District
 - a. Invest in consulting services to continue to implement the adopted communications plan, and improve/increase the District’s information output, community input, engagement and education, continue and improve social media presence and effectiveness in improving customer service and relations
 - b. Invest in customer service and outreach training
5. Board Goals Related to District Finances – Ensure that the District has adequate financial plans to invest in long term infrastructure improvements, achieve regulatory compliance, protect public and employee health and safety, and maintain service cost equity among the generations of our customers.
 - a. Engage a consultant to complete a new water rate study
 - b. Engage a consultant to identify the appropriate fire service funding mechanism, and to establish the revenue measure application methodology in the event funding from a countywide fire tax measure is inadequate to support fire services long term
 - c. Engage consulting services if needed to develop CIP funding and financing plans and strategies, and to establish designated reserve plans and policies for all services
6. Board Goal Related to District Administration – Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services.
 - a. Invest in employee training in records management, board secretarial functions and other related programs, such as CSDA annual conference
 - b. Invest in Board training in leadership, governance and industry conference attendance

1.7 2019/2020 BUDGET HIGHLIGHTS:

This section of the Budget Memorandum is intended to provide the reader an overview, or “bottom line” of what has changed from prior years, and where to focus in the budget for major projects or purchases. Additional detail is provided later in the report supporting the budget highlights, which include:

- Administrative expenses of \$1,521,086 which reflects the baseline cost of staffing the office, supporting the Board of Directors, operating and maintaining the District office and related facilities. The current proposed budget allocates administrative expense:
 - Water – 56%
 - Sewer – 38%
 - Fire – 1%
 - Park – 5%

- The Administrative Services Technician position added in the current budget, is funded in the proposed budget
- Operations Supervisor field position reestablished to lead and participate in increased system maintenance
- Median salary from the total compensation report of 2019 is included, implemented in year 1
- Water fund revenue covers operating expense by \$144,120
- Water capital improvements of \$426,120 funded by current rates and fund balance (reserve)
- Water fund reserve deposit of \$80,359 from fund balance
- Water and sewer master plan updates at a cost of \$60,000 each
- Sewer revenue covers operating expenses by \$993,500
- Sewer capital improvements and equipment purchases in the amount of up to \$935,590
- Sewer reserve deposit of \$100,000
- Fire service funding shortfall of \$487,419 if Schedule A and Amador contracts billed at Calfire estimated budget
- Park infrastructure renovation and improvement project of \$240,000 funded by a \$200,000 state grant
- Park service fund shortfall of \$110,657

2 2019/20 BUDGET DISCUSSION

2.1 GENERAL BUDGET DEFINITIONS

2.1.1 Administrative Expenses

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

Continuing from the 2018/19 budget, it is recommended that GCSD allocate the administrative expenses to each of its service funds based on an appropriate percentage of benefit derived. It must be understood that prior to 2018/19, we distributed the administrative expense only to the water, sewer and fire services, with nothing charged to park. There is most obviously a benefit derived by the park service by sharing office administrative expenses with other services. Any of our services, if provided by a separate special district, would require a separate office, staff and Board expenses that would certainly exceed the shared admin expenses of a CSD.

2.1.2 Revenue

2.1.2.1 Taxes and Assessments

- **Property Taxes – Current Secured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all secured property within the Groveland Community Services District service area. This tax is secured by a lien on real property and are subject to 1% of market value limitations of Proposition 13. The Board of

Directors has the discretion to allocate ad valorem property taxes to any and all legitimate expenses of the District. Historically, the District has allocated all ad valorem taxes received to the Fire and Park services.

- **Property Taxes – Current Unsecured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all unsecured property with the District’s service area. The term “unsecured” simply refers to property that is not secured real estate such as a house or parcel of land which is currently owned. In general, unsecured property tax is either for business personal property (office equipment, owned or leased), boats, berths, or possessory interest for use of a space.
- **Assessments** (In our case also referred to as Bonds): A levy or charge upon real property by an agency for a special benefit conferred upon the real property that is subject to Proposition 218.

2.1.2.2 *Service Charges*

Property related charges imposed for a property related service. Article XIII D of the California constitution determined that water and wastewater are property related services subject to the ratemaking procedures of Proposition 218 (1996).

- Water Service Charge: Fees collected to recover the cost of providing water service and potable water to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the water system in a “ready to serve” condition.
- Wastewater Service Charge: Fees collected to recover the cost of wastewater collection, treatment and disposal services to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the wastewater system in a “ready to serve” condition.
- Variable Rates: the dollar amount charged per unit of water consumed and/or sewage discharged based on meter readings

2.1.2.3 *Fees*

Miscellaneous set fees such as late fees, door notice fees, hydrant meter rental, hookup fees, reconnection fees, property transfer fees and returned check fees. All fees are charged related to actions or non-actions specific to a customer’s water or wastewater account, for facility rentals and other administrative processes. Government Code § 61115(a)(1) provides that the District Board of Directors can, by ordinance or resolution, establish fees for the services and facilities that the District provides. All such fees must be reasonably related to the service provided. The fees cannot be used as a source of “general revenue” for the District. The District has adopted a Miscellaneous Fee Schedule which contains the various charges for extra services provided by the District.

Note – In the past, the District actively accepted wastewater discharged from septage haulers for a fee. Unfortunately this septic waste discharged into the system caused significant upset of the wastewater treatment system which jeopardized our ability to meet state requirements consistently. In order to accept septic waste in the future, improvements and reconfiguration of the treatment process is required; the expensive of which would likely exceed the potential revenue received from fees.

2.1.2.4 *Grants & Donations*

Various grants or donations received for specific purposes or areas. Grants are only included in the budgeted revenue if a grant agreement is in place and the receipt of the grant revenue can be certainly expected within the fiscal year. Grant revenue may be listed as contingent if there is a reasonable expectation that the money will be received to offset a particular expense.

2.1.2.5 Other Revenue

- **Strike Team Revenue:** Income received from the State of California and Federal Government to reimburse the District for expenses related to responding to a request for mutual aid to fight wildfire (Strike Team). This is applicable to the fire fund only.
- **Lease Revenue:** Income received from the rental of District property, equipment or buildings.
- **Cell Tower Rental:** Income received from the rental of District property to telecommunications companies for the location of cellular and data transmission facilities.
- **Sale of Assets:** Monies received from the sale of buildings, vehicles, land or equipment owned by the District.
- **Interest Revenue:** Interest earned on investment of District funds, such as Money Market accounts or LAIF.

2.1.3 General Expenses

- **Salaries:** Costs associated with compensation paid to employees and interns of the District including regular pay, overtime, standby, vacation, sick, strike team, cell phone stipend, uniform allowance, and intern stipends.
- **Benefits:** Costs associated with all fringe benefits and payroll related expenses for District employees. Costs include payroll taxes, retirement contributions, health/vision/dental insurance premiums, and workers compensation insurance premiums.
- **OPEB/Pension Liability:** Other Post Employment Benefits (OPEB) reflects the cost of pre-funding medical benefit costs which will be provided to current vested employees (hired prior to 2013) upon retirement. Employees hired after 2016 do not receive District payment of medical insurance in retirement. Those hired between 2013 and 2016 receive retiree medical insurance based on a vesting schedule (years of service). This annual payment, which is calculated based on an actuarial valuation, is deposited into a specific (interest earning) trust fund intended to reduce and control future retiree medical insurance costs. Pension liability is the amount of estimated payments to fund the deficit in the District's retirement account with CalPERS.
- **Retiree Medical:** The direct cost of medical insurance premiums for existing retired employees that receive this benefit in which they are vested
- **Equip, Auto, Maint, & Repairs:** This category of costs includes maintenance and repair of equipment, facilities, and vehicles; fuel; safety supplies and equipment; new equipment purchases with a purchase price of less than \$5,000 per item; personal protective equipment; landscaping and janitorial services.
- **Outside Services:** Costs from professional outside consultants/service providers including public outreach, human resources, auditing, legal, engineering, medical, janitorial, lab services, and IT service providers.
- **Other:** Other costs consist of state permits, utilities, phone and communication expenses, property and liability insurance, training, conferences, travel, certifications, public education materials, software licenses and maintenance.
- **Cost of Water** - In the water fund, the purchase of water from SFPUC and tunnel outage related costs.
- **Debt Service:** The amount of principal and interest due during the fiscal year on debt incurred for previous capital improvement purchases/projects.
- **Capital Outlay:** Assets or improvements with a cost of \$2,500 or more and a useful life that is longer than one year.

2.1.4 Reserves

Fund balances/net assets set aside to meet known and estimated future obligations and to ensure available cash for normal operations. Reserves are typically established based on improvements identified in adopted capital improvement plans. Reserves are shown as both an expense (where a certain amount of cash is set aside) and a revenue (Transfer in) to fund a project or purpose for which they are set aside.

2.2 BUDGET DEVELOPMENT PROCESS

The District's budget is developed for the ensuing fiscal year, initially by office and operations management staff under the direction of the General Manager. Expenses and revenue through the first six to eight months of the year are closely analyzed and then projected through the end of the year. To understand financial trends and identify potential budgeting inaccuracies, the expenses and revenue are then compared to previous years' budgets and actual fiscal year-end figures. These identified trends, as well as areas where we had in previous years budgeted too high or low, are taken into consideration in development of the next fiscal year's budget. Further, budget criteria are identified and assumptions made about known changes in expenses and revenue for the next year; which are then forecasted to further guide budget development.

The District budget proposal is very simply constructed and presented, due to the relatively stable and very limiting nature of our funding and limited expense fluctuations; therefore, this narrative is very important in understanding the financial condition of the District. Following are some basic assumptions and criteria used in our budget development:

2.3 SERVICES CRITERIA

Driven by the Board 2019 adopted/amended Management Objectives, detailed in the following section are specific management directives issued to staff to guide their overall approach to budget development, and setting certain minimum and maximum goals:

2.3.1 Water/Sewer

- Customer Service levels will be maintained
- Preventative maintenance of the sewer system will continue in compliance with the adopted SSMP and at industry standards
- Preventative maintenance of the water system will increase over 2018 with the addition of the supervisor position and full implementation of the asset management software
- System repair and capital improvements will continue at 2018 pace
- Water and wastewater quality will be maintained at all times
- Efforts and expenditures will continue to be invested in optimizing water and wastewater treatment processes
- Public Outreach regarding operations will be increased
- SCADA technology will be optimized, and digital asset management implemented
- Compliance is mandatory with state permits and other regulatory and legal requirements
- Employee and public safety is of utmost importance
- Equipment is to be safe, reliable and operable for the intended purpose

2.3.2 Mary Laveroni Park

- Improvements to park infrastructure will be planned and implemented to stabilize and reduce operating costs without reducing services
- Public safety and park condition is a top priority

2.3.3 Fire

- Continue the Cal Fire Schedule A and Amador Contracts and to provide the highest level of services possible
- Maintain equipment and facilities in a safe, reliable manner
- Develop an understanding of the impacts of providing emergency response services to new development outside GCSD boundaries

2.3.4 Administration

- Technology will be safe, maintained and improved
- Public outreach on District management and administration will be increased
- Financial practices will be solid, safe and audits clean
- The Board of Directors will continue to function as a knowledgeable, functional governance team

2.4 REVENUE ASSUMPTIONS

- Grant revenue is budgeted as follows:
 - Water – \$29,000 for the remaining State Water Board planning grant
 - Sewer – \$4,700 for the remaining State Water Board planning grant, \$298,000 in reimbursements from DWR for the Lift Station #16 IRWM project, \$106,500 from Cal OES for the 2018 flume rehabilitation project, \$374,259 from CalOES/FEMA for the 2017 flume restoration project
 - Fire – \$166,300 for the Jones Hill Fire Fuel Break, and \$20,000 from the Sonora Area Foundation for the Breathing Air Compressor Project
 - Park - \$200,000 reimbursement from state Proposition 68, Per Capita Grant Program
- Water Service Charge base rate revenue will increase by 3% (\$74,101), due to the step rate increase approved in May 2019. Interest earnings are expected to increase by \$10,000 due to a better rate of return on LAIF investments. Connection fee and miscellaneous revenue are also budgeted to increase by \$26,561 due mostly to an increase in new connections (connection fees).
- Customer water consumption will be consistent with the 2018/19 fiscal year, and consumption revenue will increase by 3%. due to the step rate increase approved in May 2019
- Wastewater (Sewer) revenue will increase by \$181,432 (15%) over 2018/19 as a result of the step rate increase approved in May 2019. The variable rate revenue is expected to generate an increase of \$74,720 (20%). Connection fee revenue is budgeted to increase by \$30,000 from 2018/19 based on current trends.
- Property tax revenue (normally allocated to Park and Fire Services) is estimated to increase by \$45,433 (4%) due to the increasing values of properties sold and the normal 2% inflation increase levied by the county. Ninety Two percent (\$1,086,768) of the property tax will be allocated to Fire, and 8% (\$94,500) to Park services.

- Lease revenue is expected to increase by \$21,600 for the year due to additional cellular towers being developed on CSD property; allocated 100% to Park

2.5 EXPENSE ASSUMPTIONS

- Salary and related benefit expenses applied to all services are increased in accordance with the median salaries contained in the 2019 Compensation Report; a change of \$208,610. See the attached salary increase detail sheet.
- The Operations Supervisor (field/working supervisor) position is reestablished in the organizational chart and funded for the year, at the median salary level of the Compensation Report; a change of \$122,673 which includes all salary and benefits costs. This position is responsible to lead all field staff in the operation and maintenance of the water and sewer systems
- Salary and benefits are budgeted for the General Manager as an employee versus contractor
- Complete the classification descriptions at an estimated cost of \$5,000
- Calfire costs will be budgeted in accordance with the 2018 contract, and the actual amount billed to the District will steadily increase to the amount budgeted
- Expenses for materials and supplies are expected to increase slightly due to basic inflation
- Fuel costs will increase by 20% due to price increases and estimated power outages (PSPS)
- Utility expenses for all services will increase based on programmed rate increases; TPPA increasing 8.5%
- Technology expenses for hardware, software and IT services will remain consistent with 2018/19
- Water and Wastewater Master Plan development contract will be awarded in July 2019, with a \$60,000 expense in each the Water and Sewer funds

3 CAPITAL IMPROVEMENT PROJECTS

The most efficient and transparent method of completing capital improvement projects in all services is to budget and complete them in accordance with a long term capital improvement plan (CIP). The CIP will include equipment replacement schedules for the fire department, major building renovations for all facilities such as roof, siding, window and HVAC replacement, pump and control replacement schedule, and an underground infrastructure replacement schedules for valves, pipes, hydrants manholes, etc. The CIP will be proposed for adoption by the Board, and includes targeted annual expenditure and reserve levels.

The District Engineer and District staff are currently developing the CIP for water and sewer projects. A certified building inspector will by September 2019 have prepared a building/facility condition and improvement needs report. District staff is also in the process of populating our new Asset Management software, containing every piece of equipment, tool and rolling stock requiring maintenance. Each of these assets will be assigned a condition and estimated replacement year and cost. The Fire Department Equipment Replacement Schedule has been completed. A park facilities CIP will be developed in fall 2019, with partial funding provided by Prop 68 for the highest priority improvements.

To tie it all together, the Water and Sewer Master Plans scheduled for completion in mid 2020 will include the adopted CIP, and evaluate the need, options and cost for major water/sewer improvement projects intended to optimize our treatment processes, increase system reliability, and reduce long term costs. The Master Plans will also lay out plans for expansion of the systems in the future to accommodate community growth; and will establish a supporting CIP total funding amount and recommended (future) connection/capacity fee structure.

Detailed descriptions of the planned capital projects will be included in the final budget memo.

4 BUDGET IMPLICATIONS

The budget document provides information about the revenue we expect to collect and what expenditures are planned, why and what they will cost. Many times when we plan a balanced budget, all appears to be in order financially. What the budget assumptions, criteria and figures may not reveal is the answer to questions such as:

1. With the revenue available, are we able to maintain our water and sewer system to industry standards; and if not, what are the short and long term implications in terms of cost, regulatory compliance and service reliability?
 - a. Barring any unforeseen major system malfunctions, this budget as proposed provides adequate funding in terms of personnel and supplies for regulatory compliance in water and wastewater services.
 - b. Due to operating in a reactive mode for many years to save costs, our system reliability and ability to efficiently operate have become compromised. Our inventory of major components such as critical pumps and motors is virtually non-existent. As we are always responding to crisis, we currently do not have the staff to perform standard maintenance such as street, control and pressure regulating valve operation and maintenance, fire hydrant flushing and servicing. Lack of maintenance will result in premature failure and the need for replacement of system components. The reliability of the system will eventually wane, and the cost of operation will increase in both premature replacements and emergency response. Completion of planned system replacement projects coupled with the purchase of updated technology, system maps, tools and equipment will free up time to allow for increased maintenance without adding staff.
 - c. In addition, we do not have the appropriate equipment to fully clean and flush portions of the sewer collection system, due to its high expense and infrequent use. Lack of sewer cleaning can result in sewer overflows. Investment in correct equipment or contracting regularly for the cleaning work in difficult locations should be funded.
2. Are we able budget to ensure that there will be no sanitary sewer overflows (SSO)? If not, what needs to happen to be able to do so?
 - a. It is simply not possible with our sewer system and its defects and mechanical nature to budget for zero sewer overflows. We cannot inspect all segments of the system enough to find backups before they spill. We cannot eliminate grease, which is a major contributor to the SSO, but we can increase outreach to reduce it. Completing the

sewer improvements being planned is the best, most cost-effective means to reduce SSO.

3. Are we spending to simply stay afloat and keep the rates as reasonable as we can today, or are we investing toward long term goals and efficiency?
 - a. This budget year, we are spending to stay afloat, and investing in the studies needed to document the long-term improvements and replacements needed, so we can plan them out financially for the long term.
4. Are we planning in our budgeting for the [long-term needs and financial health](#) of the Park and Fire services?
 - a. This year, we are identifying the true cost of operating the park service, so that we can determine the actual amount of revenue needed in the future to sustain park services; beginning this year.
 - b. The true cost of operating the fire service through the contracts with Calfire are shown in the budget by a large negative, expense over revenue. We have been lucky for the last couple years to not have been charged for the Amador contract, and when we are for two years in a row, our budget and reserves for fire may be depleted, even without major equipment purchases. We will be developing an equipment replacement and CIP for fire services this year; which will provide the data needed to determine the long-term revenue needs for fire.
 - c. Staff recommends that the Board authorize the implementation of a Fire Cost Recovery Fee and begin the process of evaluating the need for a special tax or parcel assessment funding measure to ensure the long term financial sustainability of both the Park and Fire Services.

Draft 2019/2020 Budget
2019 Compensation Plan Implementation Options and Cost

2019 Compensation Plan Implementation Options	Personnel Budget Cost Increase from 2018/19	Salary Plan Plus Supervisor
Salary Plan Implemented in 1 year	\$ 227,280	\$ 349,953
Salary Plan Implemented in 1 year, Lower (Grade 1) Entry Level Salary (NOTE 1)	\$ 208,610	\$ 331,284
Salary Plan Implemented in 2 years	\$ 150,439	\$ 273,112
Salary Plan Implemented in 2 years, , Lower (Grade 1) Entry Level Salary	\$ 142,854	\$ 265,527

NOTE 1 - This option was chosen for inclusion in the budget to reflect our current recruitment experience where entry level field employees need time to become certified and expereinced. The grade 1 salary is reduced by 15% below the Grade 2, rather than the 10% contained in the compensation report. Also, our current recruitment efforts for open field positions have been unsuccessful and management recommends moving to the median salary in year 1.

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget

	WATER			SEWER			FIRE			PARKS			ADMIN			TOTAL PROJECTED
	18/19	19/20	% Diff	18/19	19/20	% Diff	18/19	19/20	% Diff	18/19	19/20	% Diff	18/19	19/20	% Diff	
Beginning Fund Balance	1,919,446	1,750,764		814,231	429,965		818,267	336,045		172,349	45,094					
Revenue																
Services Charges	\$ 2,379,890	\$ 2,453,991	3%	\$ 1,624,455	\$ 1,880,607	16%	\$ -	\$ -		\$ -	\$ -					\$ 4,334,597
Fees	62,030	88,591	43%	12,000	42,000	250%				1,500	1,500	0%				132,091
Taxes							1,044,969	1,086,768	4%	90,866	94,500	4%				1,181,268
Other Revenue	209,000	43,000	-79%	641,059	790,759	23%	21,000	212,800	913%	169,200	242,400					1,288,959
TOTAL FUND REVENUE	2,650,920	2,585,582	-2%	2,277,514	2,713,366	19%	1,065,969	1,299,568	22%	261,566	338,400	29%				\$ 6,936,915
Operating Expenses																
Salaries	\$ 386,097	\$ 444,742	15%	\$ 335,109	\$ 385,544	15%	\$ 14,568	\$ 16,914	16%	\$ 36,419	\$ 42,284	16%	\$ 390,388	\$ 485,277	24%	\$ 1,374,762
Benefits	167,715	180,203	7%	144,234	154,975	7%	6,709	7,208	7%	16,771	18,020	7%	135,835	205,759	51%	566,166
General Manager Services																
Retiree Medical	55,760	50,000	-10%	26,240	25,000	-5%	16,000	14,000	-13%							89,000
Admin Operating Expense													211,642	360,550	70%	360,550
Equip. Auto, Maint, & Repairs	256,837	266,500	4%	134,788	145,800	8%	53,325	56,400	6%	7,500	7,700	3%				476,400
Outside Services	237,132	224,000	-6%	220,468	221,000	0%							105,303	133,700	27%	578,700
CAL FIRE (Schedule A + Amador Contracts)							1,256,480	1,350,230	7%							1,350,230
Other (incl. OPEB, Leases, Cost of Water)	398,050	412,130	4%	241,595	219,420	-9%	55,400	275,050	396%	57,500	59,500	3%	306,818	335,800	9%	1,301,900
TOTAL FUND EXPENSES	\$ 1,501,591	\$ 1,577,576	5%	\$ 1,102,434	\$ 1,151,739	4%	\$ 1,402,482	\$ 1,719,802	23%	\$ 118,190	\$ 127,505	8%	\$ 1,149,986	\$ 1,521,086	32%	\$ 6,097,707
Administrative Cost Allocation	760,290	863,887		502,383	568,126		19,669	19,846		59,931	69,228		1,342,273	1,521,086		
TOTAL OPERATING EXPENSES	\$ 2,261,881	\$ 2,441,462	8%	\$ 1,604,817	\$ 1,719,866	7%	\$ 1,422,151	\$ 1,739,647	22%	\$ 178,121	\$ 196,732	10%				
TOTAL OPERATING BALANCE	\$ 389,039	\$ 144,120		\$ 672,697	\$ 993,500		\$ (356,182)	\$ (440,079)		\$ 83,445	\$ 141,668					839,208
Capital Expenses and Revenue																
Capital Revenue (Connection/Capacity Fees, Reserve Transfer)																
Capital Outlay (Expenditures on Fixed Assets)	476,399	426,120	-11%	961,736	935,590	-3%	126,040	47,340		210,700	252,325	20%	-	-		
NET CAPITAL EXPENSES	476,399	426,120	-11%	961,736	935,590	-3%	126,040	47,340		210,700	252,325	20%	-	-		1,661,375
Reserve Set-Aside																
Reserve for Capital Outlay (\$506,479 From 2015 rate study)	-	80,359		100,000	100,000		-	-		-	-					
TOTAL RESERVE SET-ASIDE	-	80,359		100,000	100,000		-	-		-	-					180,359
TOTAL EXPENSES	2,738,280	2,947,941	8%	2,666,553	2,753,178	3%	1,548,191	1,786,987	15%	388,821	449,057	15%				7,937,163
Debt Service Expenses and Revenue																
Debt Service Charge Revenue	604,801	618,476		325,658	326,188		-	-		-	-					944,664
Debt Service Payments	(686,123)	(687,634)		(320,885)	(323,910)		-	-		-	-					(1,011,544)
NET DEBT SERVICE	(81,322)	(69,158)		4,773	2,278		-	-		-	-		-	-		(66,880)
Net Revenue/Expenses/Capital/Debt/Reserve		\$ (351,158)			\$ (39,812)			\$ (487,419)			\$ (110,657)					\$ (1,069,406)
ENDING FUND BALANCE	\$ 1,750,764	\$ 1,319,247		\$ 429,965	\$ 392,431		\$ 336,045	\$ (151,374)		\$ 45,094	\$ (65,563)					

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
ADMIN-REVENUE

BUDGET ITEM	BUDGET			CHANGE		ALLOCATION OF DISCRETIONARY REVENUE
	18/19 Approved	19/20 Proposed		\$	%	
Other Revenue						
	\$ -	\$ -		\$ -		
Property Taxes	\$ -	\$ 1,135,835	\$ 1,181,268	\$ 45,433	4%	Allocated to Fire and Park at 92%/8%
TOTAL OTHER REVENUE		\$ 1,135,835	\$ 1,181,268	\$ 45,433		

DRAFT

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
ADMIN-EXPENSES**

BUDGET ITEM	ADMIN BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Admin/Board Salaries					
Regular Time	218,534	403,105	184,571	84%	Added GM Position/Salary Increases
Board Wages	12,000	12,000	-	0%	
Leave	1,291	7,455	6,164	477%	Added GM Position/Salary Increases
On Call	2,880	2,880	-	0%	
Overtime	881	2,933	2,052	233%	Added GM Position/Salary Increases
Vacation Leave	10,737	19,128	8,391	78%	Added GM Position/Salary Increases
Sick Leave	10,860	19,704	8,844	81%	Added GM Position/Salary Increases
Holiday Pay	9,712	18,073	8,361	86%	Added GM Position/Salary Increases
TOTAL ADMIN/BOARD SALARIES	266,895	485,277	218,382		
Admin/Board Benefits					
CalPERS Retirement	19,758	34,569	14,811	75%	Added GM Position/Salary Increases
FICA	14,384	26,292	11,908	83%	Added GM Position/Salary Increases
Board FICA	744	744	0	0%	
Medicare	3,365	6,149	2,784	83%	Added GM Position/Salary Increases
Board Medicare	174	174	-	0%	
SUI	2,171	2,408	237	11%	
Workers Comp	1,044	1,761	717	69%	Added GM Position/Salary Increases
Board Workers Comp	542	502	(40)	-7%	
Health/Vision/Dental Insurance	97,328	133,161	35,833	37%	Estimated Increase in insurance costs
TOTAL ADMIN/BOARD BENEFITS	139,510	205,759	66,249		
General Manager Expense			-		
General Manager	160,000	-	(160,000)		GM on Payroll
TOTAL GENERAL MANAGER EXPENSE	160,000	-	(160,000)		
OPEB/Pension Unfunded Liability					
Transfer to OPEB Trust	185,000	161,000	(24,000)		
Pension Unfunded Liability	140,000	165,500	25,500	18%	Increase in Unfunded Liability
TOTAL OPEB/PENSION UNFUNDED LIABILITY	325,000	326,500	1,500		
Admin Operating Expense					

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
ADMIN-EXPENSES**

Bank Fees	3,200	3,500	300	9%	
Credit Card Merchant Fees	36,500	36,500	-	0%	
Office Supplies	7,800	7,800	-	0%	
Membership/Subscriptions (IRWMP/CSDA)	6,761	18,000	11,239	166%	IRWMP
LAFCO Fees		4,400	4,400		
Computer Maint./Equip/ Licenses/IT	24,051	75,000	50,949	212%	Added 20K from 200 fund, IT Added
Office Expense	53,500	65,000	11,500	21%	
Training, Conferences, Travel	12,000	12,000	-	0%	
District Telephone Services	20,200	20,200	-	0%	
Bad Debt	3,000	3,000	-	0%	
Employee Medical Testing	300	300	-	0%	
Cost of Bond Issuance (actuals)	3,250	6,250	3,000	92%	
District General Liability Insurance	87,255	108,200	20,945	24%	No Longevity Discount this year
Misc. Expense	400	400	-	0%	
TOTAL ADMIN OPERATING EXPENSE	258,217	360,550	102,333		
Outside Services					
Janitorial Service/Supplies	4,300	4,500	200	5%	
Consultant Fees	12,000	12,000	-	0%	
District IT Services	35,000		(35,000)	-100%	Added to Computer Maint Line item
CPA Services/Annual Audit	51,200	51,200	-	0%	
Legal Counsel Services	31,000	31,000	-	0%	
Actuarial Review (GASB-OPEB)		2,000	2,000		
Classification & Comp Study	20,000	3,000	(17,000)	-85%	Final Part of Comp Study
Public Relations/Communications	30,000	30,000	-	0%	Social media, photo, outreach
TOTAL OUTSIDE SERVICES	183,500	133,700	(49,800)		
Leases					
Copystar 5550 GE Capital	5,700	5,700	-	0%	
FP Mail Machine	1,200	1,350	150	13%	
Avaya Phone System	2,251	2,250	(1)	0%	
TOTAL LEASES	9,151	9,300	149		
TOTAL ADMIN EXPENSE	1,342,273	1,521,086	178,813	11.8%	Overall % Change

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
Capital Outlay**

ADMIN CAPITAL OUTLAY		
Projects	18/19 Approved	19/20 Proposed
Office driveway, parking lots restoration, remove dirt behind buildings, Maint Yard (March Flood)	45,700	
Light Poles & Maint Yard	70,000	
Admin Parking Lot Upgrade (5 Yr Plan)		100,000
Mechanic Tools		10,000
Fuel Tank Painting/Electronic Logging		15,000
Operations Roof Replace/repair, siding, windows, paint		52,000
Maint. Window/Replacement/Gutter in back		4,500
Admin Building railing/paint/siding repair		50,000
Computers/lpads		15,000
TOTAL CAPITAL OUTLAY		246,500

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
Capital Outlay**

WATER CAPITAL OUTLAY		
Projects	18/19 Approved	19/20 Proposed
Downtown Groveland/BOF Rehab Planning	189,108	
AWS Tank 2 Booster System	5,000	5,000
Water Pump Replacements	30,000	30,000
Building Upgrades/Repairs	50,000	
General Water Distribution Improv.	30,000	30,000
Truck #9 Replacement	20,400	
Ferretti Rd. Water Main Storm Damage	20,000	
Office driveway, parking lots restoration, remove dirt behind buildings, Maint Yard (March Flood)	26,000	
Light Poles, Maiant Yard	39,200	
2G Flow Magmeter	6,691	
Big Creek Turbine Repair	60,000	
GPS Field Verification for Map Updates		10,200
Admin Parking Lot Upgrade (5 Yr Plan)		56,000
Treatment Plant Pipe Painting/Rehab		20,000
Big Creek Roof Repair		20,000
Mechanic Tools		5,600
Fuel Tank Painting/Electronic Logging		8,400
Water Wagon		4,080
Truck #17 Replacement		91,800
Washer/Dryer		17,000
Operations Roof Replace/repair, siding, windows, paint		29,120
Maint. Window/Replacement/Gutter in back		2,520
Admin Building railing/paint/siding repair		28,000
Computers/lpads		8,400
Water Master Plan		60,000
TOTAL CAPITAL OUTLAY	476,399	426,120

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
Capital Outlay**

SEWER CAPITAL OUTLAY		
Project	18/19 Approved	19/20 Proposed
Downtown Groveland/BOF Rehab Planning	155,000	
OES Flume Project	522,419	450,000
Sludge Drying Bed Concrete Slab, Res 10-18	95,517	
Replace STP Reservoir 1 Valves	42,600	
Replacement of Storm Damaged Sewer	2,000	
Wastewater Pump Replacements	24,000	24,000
Building Upgrades/Repairs	16,000	
Culvert & Restore Perc Ponds, LS#7 & 16	31,000	
Truck #9 Replacement	9,600	
WWTP Flume Storm Damage Repair 2017 Floods	-	-
WWTP Flume Storm Damage Repair 2018 Floods	-	-
Ferretti Rd. Sewer Main Storm Damage	20,000	
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	17,000	
Parking lot repairs, seal coat, Light Poles	26,600	
SMC Soft Start Controller		
STP Drying Bed Fence		
GPS Field Verification for Map Updates		4,800
Concrete/Grading by Screw Press		85,000
Sludge Pump		65,000
LS#10 Control Center Upgrades		10,000
Culvert Headwall @ Flume		10,000
Road Maintenance		80,000
Admin Parking Lot Upgrade (5 Yr Plan)		38,000
Mechanic Tools		3,800
Fuel Tank Painting/Electronic Logging		5,700
Water Wagon		1,920
Truck #17 Replacement		43,200
Washer/Dryer		8,000

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
Capital Outlay**

Operations Roof Replace/repair, siding, windows, paint		19,760
Maint. Window/Replacement/Gutter in back		1,710
Admin Building railing/paint/siding repair		19,000
Computers/lpads		5,700
Sewer Master Plan		60,000
TOTAL CAPITAL OUTLAY	961,736	935,590
Annual Reserve Set Aside		100,000

DRAFT

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
Capital Outlay**

FIRE CAPITAL OUTLAY		
Projects	18/19 Approved	19/20 Proposed
Driveway Repairs-Fire Station Pad	69,840	
SCBA Fill Station	45,000	
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	500	
Light Poles	700	
Shower Replacement & Floor Repair	10,000	
Admin Parking Lot Upgrade (5 Yr Plan)		1,000
Apparatus Bay Lighting Upgrade		4,875
Fire Building Gutter & Paint		20,000
Mechanic Tools		100
Fuel Tank Painting/Electronic Logging		150
Operations Roof Replace/repair, siding, windows, paint		520
Maint. Window/Replacement/Gutter in back		45
Admin Building railing/paint/siding repair		500
Paint/Siding repair		20,000
Computers/lpads		150
TOTAL CAPITAL OUTLAY	126,040	47,340

**Groveland Community Services District
 DRAFT Proposed 2019/2020 Annual Budget
 Capital Outlay**

PARK CAPITAL OUTLAY		
Projects	18/19 Approved	19/20 Proposed
Park Restoration Project	205,000	
Office driveway, parking lots restoration, remove dirt behind buildings (March Flood)	2,200	
Light Poles	3,500	
Park Infrastructure Upgrade Project (Grant \$200K)		240,000
Admin Parking Lot Upgrade (5 Yr Plan)		5,000
Mechanic Tools		500
Fuel Tank Painting/Electronic Logging		750
Operations Roof Replace/repair, siding, windows, paint		2,600
Maint. Window/Replacement/Gutter in back		225
Admin Building railing/paint/siding repair		2,500
Computers/lpads		750
TOTAL CAPITAL OUTLAY	210,700	252,325

**Groveland Community Services District
DRAFT Proposed 2019/20 Annual Budget
WATER-REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Service Charges					
Fixed Charges	1,493,090	1,540,587	47,497	3%	Approved 3% Rate Increase
Variable Charges	886,800	913,404	26,604	3%	Approved 3% Rate Increase
TOTAL SERVICE CHARGES	2,379,890	2,453,991	74,101		
Fees					
Participation Fees	5,000	25,000	20,000	400%	Closer to actuals
Disconnection Fees	5,000	8,000	3,000	60%	Closer to actuals
Unlock Meter Fee	300	309	9	3%	
Backflow Testing	5,080	5,232	152	3%	
Account Transfer Fee	9,050	9,322	272	3%	
Returned Check Fee	600	618	18	3%	
Misc. Admin Fees	-	2,000	2,000		New line item
Late Pay Penalty	35,000	36,050	1,050	3%	
Interest Earned	2,000	2,060	60	3%	
TOTAL FEES	62,030	88,591	26,561		
Other Non-Operating Revenue					
SWRCB Planning Grant	189,000	29,000	(160,000)		
CDAA Grant (75%)	15,000		(15,000)		
Non operating Income	-	-	-		
Capital Allocation For Master Plan		-	-		
Expense Refunds	-	-	-		Not budgeting for going forward
Interest Earned-LAIF		10,000	10,000		Much higher interest rate
Interest Earned-Rabobank		2,000	2,000		
Interest Earned BNY Mellon	5,000	2,000	(3,000)	-60%	Based on actuals
TOTAL NON-OPERATING REVENUE	209,000	43,000	(166,000)		
TOTAL WATER REVENUE	2,650,920	2,585,582	(65,338)	-2%	

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
WATER-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Salaries					
Regular Time	300,903	351,745	50,842	17%	Salary Increases
Overtime	19,163	19,111	(52)	0%	
On Call	21,900	21,900	-	0%	
Admin Leave	707	909	202	29%	Salary Increases
Vacation Leave	15,770	18,730	2,960	19%	"
Sick Leave	14,424	16,871	2,447	17%	"
Holiday Pay	13,230	15,475	2,245	17%	"
TOTAL SALARIES	386,097	444,742	58,645		
Benefits					
CalPERS Retirement	24,900	30,549	5,649	23%	Salary Increases
FICA	22,022	24,125	2,103	10%	"
Medicare	5,150	5,642	492	10%	"
SUI	2,604	2,503	(102)	-4%	
Workers Comp	15,217	15,577	360	2%	
Health/Vision/Dental Insurance	97,822	101,807	3,985	4%	
TOTAL BENEFITS	167,715	180,203	12,488		
Retiree Medical					
Retiree Medical	55,760	50,000	(5,760)	-10%	Anticipated Inc didn't occur, closer to actuals, CSBA
TOTAL RETIREE MEDICAL	55,760	50,000	(5,760)		
Equipment, Automotive, Maintenance & Repairs					
Fuel	27,900	33,500	5,600	20%	Fuel price increase (PSPS)
Water Meters	15,000	15,000	-		
Uniform/Clothing	12,240	12,500	260	2%	
Tools/Equipment	4,000	7,000	3,000	75%	
Lab Supplies & Equipment	2,425		(2,425)		Combined w/R/M Treatment
Repair & Maintenance-General	40,000	40,000	-	0%	
Repair & Maintenance-Vehicles	35,000	25,000	(10,000)		
Repair & Maint. -Trans/Distribution	41,000	46,000	5,000	12%	
Repair & Maintenance- Treatment	38,800	46,500	7,700	20%	Added Lab Sup./Equip. to line item
Repair & Maintenance- Equipment	22,000	22,000	-	0%	
Water Tank Cleaning	8,000	8,000	-	0%	
SafetySupplies	10,472	11,000	528	5%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	256,837	266,500	9,663		
Outside Services					
Janitorial Services & Supplies	6,600	8,000	1,400	21%	Closer to Actuals, Increase in Supplies

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
WATER-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Engineering	15,000	20,000	5,000	33%	USDA Funding Application
Aqua Labs-Lab Tests	44,000	44,000	-	0%	
Conservation Crew	2,000	2,000	-	0%	
Computer Programming/Maint/IT Services	84,532	70,000	(14,532)	-17%	Moved \$14K to Admin
Water Rate Study			-		
Master Plan Development	60,000	60,000	-	0%	Funded by Capital Allocation
System Map Update/Digitize	25,000	20,000	(5,000)		
TOTAL OUTSIDE SERVICES	237,132	224,000	(13,132)		
Cost of Water					
SFPUC	190,000	190,000	-	0%	
Tunnel Shutdown Related Costs	25,000	25,000	-	0%	
TOTAL COST OF WATER	215,000	215,000	-		
Other					
Utilities	105,000	115,000	10,000	10%	
Membership & Subscriptions		4,080	4,080		CalCAD/GIS Hosting
Training, Conferences & Travel	9,200	9,200	-	0%	
Employee Certification	4,000	4,000	-	0%	
Employee Medical Testing	4,850	4,850	-	0%	
Chemicals	45,000	45,000	-	0%	
Permits & Licenses	10,000	10,000	-	0%	
TOTAL OTHER	178,050	192,130	14,080		
Lease Expense					
Alternative Water Supply (AWS)	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	1,501,591	1,577,576	75,985		
Admin Allocation Transfer Out	760,290	863,887	103,597	14%	
TOTAL WATER WITH ADMIN	2,261,881	2,441,462	179,581		
Capital Outlay					
See Capital Outlay Sheet	476,399	426,120	(50,279)		
TOTAL CAPITAL OUTLAY	476,399	426,120	(50,279)		
Reserve Set-Aside					
Annual Reserve Set-Aside	-	80,359	80,359		
TOTAL RESERVE SET-ASIDE	-	80,359	80,359		

Groveland Community Services District
 DRAFT Proposed 2019/2020 Annual Budget
 WATER-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
GRAND TOTAL WITH CAPITAL	2,738,280	2,867,582	129,302	5%	

DRAFT

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
SEWER-REVENUE**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Service Charges					
Fixed Charges	1,243,430	1,424,862	181,432	15%	
Residential Variable	290,000	339,300	49,300	17%	Rate Increase
Commercial Variable	91,025	116,445	25,420	28%	Re-allocation between Res. & Comm.
Variable Charges	381,025	455,745	74,720	20%	"
TOTAL SERVICE CHARGES	1,624,455	1,880,607	256,152		
Fees					
Sewer Connections		30,000	30,000		
Reclaimed Water Sales	-	-	-		
Late Pay Penalty	12,000	12,000	-	0%	
Cell Tower Rental	-	-	-		
TOTAL FEES	12,000	42,000	30,000		
Other Non-Operating Revenue					
Expense Refunds	-	-	-		
Capital Allocation For Master Plan		-	-		
Septage	-	-	-		
Interest Earned (S/C UB)	800	800	-		
Interest Earned LAIF		2,000	2,000		
Interest Earned Rabobank/BNY	4,500	4,500	-	0%	
SWRCB Planning Grant	155,000	4,700	(150,300)		
IRWMP LS#16 Grant		298,000	298,000		
CDAA Grant (Mar 22 Flood) 25%	106,500	106,500	-		
FEMA 2017 Flood Grant	374,259	374,259	-		
TOTAL NON-OPERATING REVENUE	641,059	790,759	149,700		
TOTAL SEWER REVENUE	2,277,514	2,713,366	435,852	19%	

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
SEWER-EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Salaries					
Regular Time	258,776	302,501	43,725	17%	Salary Increases
Overtime	16,480	16,436	(44)	0%	
On Call	21,900	21,900	-	0%	
Leave	608	782	174		
Vacation Leave	13,562	16,108	2,546	19%	"
Sick Leave	12,405	14,509	2,104	17%	"
Holiday Pay	11,378	13,309	1,931	17%	"
TOTAL SALARIES	335,109	385,544	50,435		
Benefits					
CalPERS Retirement	21,414	26,272	4,858	23%	Salary Increases
FICA	18,939	20,748	1,809	10%	"
Medicare	4,429	4,852	423	10%	"
SUI	2,239	2,152	(87)	-4%	
Workers Comp	13,086	13,396	310	2%	
Health/Vision/Dental Insurance	84,127	87,554	3,427	4%	
TOTAL BENEFITS	144,234	154,975	10,741		
Retiree Medical					
Retiree Medical	26,240	25,000	(1,240)	-5%	Anticipated Inc didn't occur, closer to actuals, CSBA
TOTAL RETIREE MEDICAL	26,240	25,000	(1,240)		
Equipment, Automotive, Maintenance & Repairs					
Fuel	14,000	16,800	2,800	20%	Fuel Price Increase (PSPS)
Uniform/Clothing	5,760	6,000	240	4%	
Tools/Equipment	5,600	6,000	400	7%	
Lab Supplies & Equipment	4,000		(4,000)		Combines w/R & M Treatment
Repair & Maintenance-General	34,000	40,000	6,000	18%	
Repair & Maintenance-Vehicles	17,000	12,000	(5,000)		Moved Some to R & M- Trans./Collections
Repair & Maint. -Trans/Collections	10,000	20,000	10,000	100%	Re-allocated from R&M Vehicles & Treatment
Repair & Maintenance- Treatment	19,500	20,000	500	3%	Moved Some to R & M- Trans./Collections
Repair & Maintenance- Equipment	20,000	20,000	-	0%	
Safety Supplies	4,928	5,000	72	1%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	134,788	145,800	11,012		
Outside Services					
Janitorial Service & Supplies	3,100	4,000	900	29%	Closer to Actuals, Increase in Supplies
Engineering	8,000	20,000	12,000	150%	USDA Funding Application, Change Split to 50%
Aqua Labs-Lab Tests	22,000	22,000	-	0%	
Programming/Support	35,368	30,000	(5,368)	-15%	Moved \$6K to Admin

**Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
SEWER-EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Annual Collections System Camera Insp.	55,000	60,000	5,000	9%	
Biosolids Disposal	7,000	8,000	1,000	14%	
Groundwater Monitoring	3,000	5,000	2,000	67%	
Conservation Crew	2,000	2,000	-	0%	
Master Plan Development	60,000	60,000	-	0%	Funded by Capital Allocation
System Map Update/Digitize	25,000	10,000	(15,000)	-60%	
TOTAL OUTSIDE SERVICES	220,468	221,000	532		
Other					
Utilities	115,000	126,000	11,000	10%	
Memberships & Subscriptions		1,920	1,920		CalCAD/GIS Hosting
Training, Conferences & Travel	7,000	7,000	-	0%	
Employee Certification	3,700	5,000	1,300	35%	
Employee Medical Testing	2,500	2,500	-	0%	
Chemicals/Odor Control	35,000	35,000	-	0%	
Dam Monitoring Survey	2,000	2,000	-	0%	
Permits & Licenses	40,000	40,000	-	0%	
TOTAL OTHER	205,200	219,420	14,220		
Lease Expense					
Screwpress	36,395	-	(36,395)	-100%	Paid Off
TOTAL LEASE EXPENSE	36,395	-	(36,395)	-100%	
TOTAL SEWER EXPENSES	1,102,434	1,151,739	49,305		
Admin Allocation Transfer Out	502,383	568,126	65,743	13%	
TOTAL SEWER WITH ADMIN	1,604,817	1,719,866	115,049		
Capital Outlay					
See Capital Outlay Sheet	961,736	935,590	(26,146)		
TOTAL CAPITAL OUTLAY	961,736	935,590	(26,146)		
Reserve Set-Aside					
Annual Reserve Set-Aside	100,000	100,000	-		
TOTAL RESERVE SET-ASIDE	100,000	100,000	-		
GRAND TOTAL WITH CAPITAL	2,666,553	2,755,456	88,903	3%	

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
FIRE-REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Taxes					
General Property Tax	1,044,969	1,086,768	41,799	4%	
TOTAL TAXES	1,044,969	1,086,768	41,799		
Variable Revenue					
Strike Team-Equipment Use	20,500	20,500	-	0%	18/19 \$54K actuals
TOTAL FEES	20,500	20,500	-		
Other Non-Operating Revenue					
Sonora Area Grant Foundation		20,000	20,000		SCBA Grant
Jones Hill Fire Break Grant		166,300	166,300		
Interest Earned -Rabobank	500	1,000	500	100%	
interest Earned -LAIF		5,000	5,000		
TOTAL NON-OPERATING REVENUE	500	192,300	191,800		
TOTAL FIRE REVENUE	1,065,969	1,299,568	233,599	22%	

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
CAL FIRE Contract					
Schedule "A" Plan	996,096	1,077,718	81,622	8%	Estimate provided by CAL FIRE
Amador Plan	260,384	272,512	12,128	5%	Estimate provided by CAL FIRE
TOTAL CAL FIRE CONTRACTS	1,256,480	1,350,230	93,750		
Salaries					
Regular Time	12,036	14,070	2,034	17%	
Overtime	767	764	(3)	0%	
Vacation Leave	631	749	118	19%	
Admin Leave	28	36	8		
Sick Leave	577	675	98	17%	
Holiday Pay	529	619	90	17%	
TOTAL SALARIES	14,568	16,914	2,346		
Benefits					
CalPERS Retirement	996	1,222	226	23%	
FICA	881	965	84	10%	
Medicare	206	226	20	10%	
SUI	104	100	(4)	-4%	
Workers Comp	609	623	14	2%	
Health/Vision/Dental Insurance	3,913	4,072	159	4%	
TOTAL BENEFITS	6,709	7,208	499		
Retiree Medical					
Retiree Medical	16,000	14,000	(2,000)	-13%	Anticipated Inc didn't occur, closer to actuals
TOTAL RETIREE MEDICAL	16,000	14,000	(2,000)		
Pension Liability					
Transfer to Pension Liability Account	36,000	42,350	6,350	18%	
TOTAL PENSION LIABILITY	36,000	42,350	6,350		
Equipment, Automotive, Maintenance & Repairs					
Radio Communications	1,000	1,000	-	0%	
Fuel	9,500	11,400	1,900	20%	Fuel Price Increase
Protective Clothing/Wildland	8,000	8,000	-	0%	
Medical Supplies/EMS Equip.	1,500	1,500	-	0%	
Small Tools & Safety Equipment	1,500	1,500	-	0%	
Repair & Maint.-Station General	6,300	7,000	700	11%	
Repair & Maint.-Apparatus	16,500	16,500	-	0%	
Repair & Maint.- Equipment	1,525	2,000	475	31%	

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
FIRE-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
SCBA Maintenance/Grants	7,500	7,500	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	53,325	56,400	3,075		
Other					
Utilities	12,000	14,000	2,000	17%	
Office & Cleaning Supplies	5,900	5,900	-	0%	
Training	1,000	1,000	-		
Fire Prevention Supplies/Events	500	500	-		
Master Plan & Development Impact Study		45,000	45,000		
Jones Hill Fire Break (Grant)		166,300	166,300		
TOTAL OTHER	19,400	232,700	213,300		
TOTAL FIRE EXPENSES	1,402,482	1,719,802	317,320		
Admin Allocation Transfer Out	19,669	19,846	177	1%	
TOTAL WATER WITH ADMIN	1,422,151	1,739,647	317,496		
Capital Outlay					
See Capital Outlay Sheet	126,040	47,340	(78,700)		
TOTAL CAPITAL OUTLAY	126,040	47,340	(78,700)		
Reserve Set-Aside					
Annual Reserve Set-Aside	-	-	-		
TOTAL RESERVE SET-ASIDE	-	-	-		
GRAND TOTAL WITH CAPITAL	1,548,191	1,786,987	238,796	15%	

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
PARKS-REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19Approved	19/20 Proposed	\$	%	
Taxes					
General Property Tax	90,866	94,500	3,634	4%	Increase projection provided by County
TOTAL TAXES	90,866	94,500	3,634		
Variable Revenue					
Use Fees	500	500	-	0%	
Dog Park Permit Fees	1,000	1,000	-	0%	
TOTAL VARIABLE REVENUE	1,500	1,500	-		
Other Revenue					
Cell Tower Leases	19,200	40,800	21,600	113%	Verizon & AT&T
CDAA Grant (Mar 22 Flood)	150,000		(150,000)	-100%	
Park Infrastructure Upgrade Grant		200,000	200,000		
Interest Earned-LAIF		1,500	1,500		
interest Earned-Rabobank		100	100		
TOTAL OTHER REVENUE	169,200	242,400	73,200		
TOTAL PARKS REVENUE	261,566	338,400	76,834	29%	

Groveland Community Services District
DRAFT Proposed 2019/2020 Annual Budget
PARKS-EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	18/19 Approved	19/20 Proposed	\$	%	
Salaries					
Regular Time	30,090	35,175	5,085	17%	
Overtime	1,916	1,911	(5)	0%	
Vacation Leave	1,577	1,873	296	19%	
Admin Leave	71	91	20		
Sick Leave	1,442	1,687	245	17%	
Holiday Pay	1,323	1,548	225	17%	
TOTAL SALARIES	36,419	42,284	5,865		
Benefits					
CalPERS Retirement	2,490	3,055	565	23%	
FICA	2,202	2,413	211	10%	
Medicare	515	564	49	10%	
SUI	260	250	(10)	-4%	
Workers Comp	1,522	1,558	36	2%	
Health/Vision/Dental Insurance	9,782	10,181	399	4%	
TOTAL BENEFITS	16,771	18,020	1,249		
Operating Expense					
Dog Park	200	400	200	100%	
Repair & Maintenance	7,300	7,300	-	0%	
TOTAL OPERATING EXPENSE	7,500	7,700	200		
Other					
Utilities	42,000	42,000	-	0%	
Janitorial Services	12,500	12,500	-	0%	
Safety Equipment	1,000	1,000	-	0%	
Toilet Rebates	2,000	4,000	2,000	100%	
TOTAL OTHER	57,500	59,500	2,000		
TOTAL PARK EXPENSES	118,190	127,505	9,315		
Admin Allocation Transfer Out	59,931	69,228	9,297	16%	
TOTAL WATER WITH ADMIN	178,121	196,732	18,611		
Capital Outlay					
See Capital Outlay Sheet	210,700	252,325	41,625		
TOTAL CAPITAL OUTLAY	210,700	252,325	41,625		
Reserve Set-Aside					
Annual Reserve Set-Aside	-	-	-		
TOTAL RESERVE SET-ASIDE	-	-	-		
TOTAL WITH CAPITAL	388,821	449,057	60,236	15%	

Groveland Community Services District
Proposed 2019/2020 Annual Budget
District Debt Service

WATER					
			2013 DEBT SERVICE Paid off in 2027		2014 DEBT SERVICE Paid off in 2027
	18/19		19/20		19/20
Debt Service Revenue	341,439	050-000-42-022-00	\$ 269,315	050-000-42-022-01	\$ 349,161
Debt Service Expense	(378,398)	050-700-70-043-02	\$ (309,236)	050-700-70-044-02	\$ (378,398)
Revenue Over (Under) Expense	(36,959)		\$ (39,921)		\$ (29,237)

SEWER (PML ONLY)					
			2014 DEBT SERVICE, Paid off in 2027		
	18/19				19/20
Debt Service Revenue	\$ 325,658			060-000-42-020-01	\$ 326,188
Debt Service Expense	\$ (320,885)			060-700-70-045-02	\$ (323,910)
Revenue Over (Under) Expense	\$ 4,773				\$ 2,278



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: June 11, 2019

SUBMITTAL PREPARED BY: Peter J. Kampa, General Manager

AGENDA ITEM: 6C. Review of the 2018/19 Report Issued by the Tuolumne County Grand Jury and Discussion of Initial Draft Responses

RECOMMENDED ACTION

Staff Recommends the following Motion:

I move to approve the 2018/19 Grand Jury response as presented (or amended)

The Grand Jury is a judicial branch of government typically referred to as “an arm of the court.” The Grand Jury does not function as an executive or legislative branch and is not a police agency.

The Grand Jury reviews and evaluates procedures, methods, and systems used by an agency to determine if there is a more efficient and/or economical way to perform their various functions. The Grand Jury does not mandate policy changes; instead, the Grand Jury makes recommendations to improve procedures, systems, and methods of operation.

The Grand Jury is charged with the annual investigations of the County Jail, and the California Conservation Center (located within the County of Tuolumne), and it also investigates agencies based on complaints or concerns raised by the public. The GCSD has been investigated by the 2018/19 Civil Grand Jury as the result of a public complaint.

Director Kwiatkowski received the 2018/19 Draft Civil Grand Jury Report pertaining to their investigation, findings, and recommendations for GCSD on June 3rd. Staff along with Director Kwiatkowski have drafted initial responses to the findings and recommendations contained in the report and are being presented at today’s meeting for full Board review and input.

ATTACHMENTS:

1. Draft 2018/2019 Tuolumne County Grand Jury Report
2. Draft Response to Report

Superior Court of California
County of Tuolumne

Hector X. Gonzalez, Jr.

Court Executive Officer - Jury Commissioner
(209) 533-5556 FAX (209) 533-5618

OFFICE OF THE JURY COMMISSIONER
SUPERIOR COURT - COUNTY OF TUOLUMNE

To: Affected Parties
From: Hector Gonzalez, Jr., Court Executive Officer in the capacity of Jury Commissioner
Date: June 3, 2019

Subject: 2018-2019 Grand Jury Final Report

--CONFIDENTIAL--

Section 933.05 of the California Penal Code requires that:

"A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after approval of the presiding judge".

Your agency is an affected agency and accordingly a copy of a portion of the 2018-2019 Grand Jury Final Report has been or will be served on your agency.

Please be advised that Section 933.05 also states that:

"No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report."

This section of the final report will be publicly released without redaction on June 5, 2019. On the aforementioned date and thereafter, the legal prohibition from disclosing the contents of the grand jury final report that you received will end.

On the public release of the portion of the final report that your agency received on June 3, 2019 will also trigger the response requirements under California Penal Code 933(c) for both agencies and agency heads who are the subject of grand jury report findings and recommendations. The governing body of your agency must submit no later 90 days from the release of this portion of the final report your agency's response to the grand jury's findings and recommendations to the presiding judge of Tuolumne Superior Court. Agency heads who the grand jury has specifically addressed findings and recommendations to have 60 days from the public release of the final report to respond to the presiding judge regarding the grand jury's report.

FILED

JUN 03 2019

Superior Court of California
County of Tuolumne

By: Diana Neely Clerk

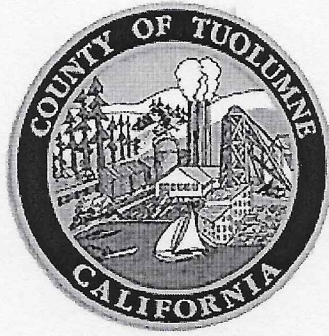


Photo Credit: Karen Willenberg

2018-2019 Tuolumne County Civil Grand Jury Groveland Community Services District Report

SUMMARY

The 2018-2019 Grand Jury investigated the Groveland Community Services District (GCSD) based on letters of complaint received from Groveland community members. The complaints generally grouped into the following areas: 1) Fiscal mismanagement; 2) Wastewater treatment issues regarding lift stations and maintenance; 3) Bullying or intimidation by GCSD of rate-payers; and 4) Public trust.

We found that the GCSD is financially stressed and has identified some ways to improve their finances and operations, but in other ways is not improving. There are significant and legitimate issues surrounding wastewater treatment and standard maintenance, issues that may cause future problems to the District. There is a small but very vocal and critical public contingency that scrutinizes the operations of GCSD, and this acrimonious relationship continues to deteriorate. Because of these three issues, GCSD generally experiences a lack of public trust within the community of Groveland and surrounding Services areas.

GLOSSARY

Board	Board of Directors for Groveland Community Services District
GCSD	Groveland Community Services District
GM	General Manager
Lift Station	A facility/site where wastewater is transported from lower elevations to higher elevations in the process of conveyance to the wastewater treatment plant
Rate-payer	A resident who pays for water and/or sewer Services in GCSD
SWRCB	State Water Resource Control Board
TUD	Tuolumne Utilities District
Vacuum truck	Truck with holding tank that pumps sewage debris and liquids into its tank and transports the materials by land for disposal

METHODOLOGY

The Grand Jury:

- compiled data from the GCSD website, from posted agenda packets and recorded minutes from GCSD Board meetings, and from our attendance at Board meetings;
- interviewed and collected information from Groveland community members and from GCSD representatives;
- read through documents, including past articles from the Union Democrat and on mymotherlode.com, other online information from news media, social media posts of closed groups (e.g., NextDoor) and private email correspondence between GCSD representatives and rate-payers;
- read through the GCSD Policy and Procedures Manual and reviewed additional documents provided to us through our interview processes or available publicly online, such as certificates of accomplishments of employees, GCSD contracts for consulting Services, monthly financial reports, long-term investment statements, the GCSD 2018/2019 Budget, and other operating documents from water/sewer districts within California;
- read through the Grand Jury Final Report from 2017-2018, and the Response from GCSD; and
- appointed one Grand Jury member to this sub-committee with special expertise in this field, who retired from an outside-county wastewater treatment facility after a long career.

BACKGROUND

The Groveland Community Services District (GCSD) is a special district in Tuolumne County, serving the residents of Groveland, Pine Mountain Lake and Big Oak Flat. It supplies clean water, sewer disposal, fire protection and park maintenance. GCSD provides water to ~3,500 customers and sewer to ~1,500 customers (many wastewater rate-payers are also water rate-payers). For comparison, Tuolumne Utilities District (TUD) headquartered in Sonora, and known to most residents of Tuolumne County, serves ~44,000

*2018-2019 Grand Jury Report On
Groveland Community Services District*

rate-payers. Therefore, GCSD is a small district, only serving about 7% of the rate-payers Serviced by TUD in Sonora. The State Water Resource Control Board (SWRCB), the overseeing state agency of GCSD, categorizes them as a Disadvantaged Community based on median income in the district. This Disadvantaged status qualifies GCSD for particular state grants at 100% (planning grants) and 75% (construction grants with matching 25% funds from GCSD). State grant approvals are currently backlogged with a long wait time for review of applications, so it is not predictable when GCSD will receive grants.

GCSD currently employs 16 personnel, 12 who work in operations/field and 4 who are office staff. In January 2018, they contracted a consultant to serve no more than half-time capacity as their General Manager at \$110/hour, "not to exceed \$115,000 over six months", or a maximum of 20 hours/week over 6 months (2018-2021 Contract, page B-1) and allocated at \$185,000 in the 2018/2019 Budget. The position is classified as a "Consultant". This classification means that this position is not technically an employee of GCSD, and therefore there are no additional health benefits, retirement, or car allowances provided in the compensation package. It is not clear why the GM Consultant contract is written in six month funding blocks, when the GCSD budget covers one fiscal year -- which may lead to confusion about the number of hours worked and funding over the course of a year.

For comparison, TUD has 80 employees, and the full-time General Manager of TUD earns \$190,000/year in base salary, plus additional car allowance, health benefits, and retirement.

Starting August 2018, GCSD also employed a part-time consultant for Communications/Public Relations (\$50/hr up to \$2,500/month) allocated at \$25,000 in the final 2018/2019 Budget (subsequently amended with an additional \$5,000 in March 2019). In the final 2018/2019 Budget, a Human Resources consultant was also added at an additional \$6,696 cost. The total budgeted for GCSD employees (salary, benefits, taxes, etc) and the GM Consultant is

*2018-2019 Grand Jury Report On
Groveland Community Services District*

\$572,458. For 2017/2018 the total was \$535,732, for an increase in 2018/2019 of \$36,726.

There are four areas that are separate categories in the GCSD budget: 1) Sewer; 2) Water; 3) Fire; and 4) Park. The revenues differ for each category. Wastewater service charge fees are collected from residents using the GCSD sewer system, and may only be allocated by GCSD to running the wastewater portion of their operations. Water service charge fees are collected from residents to whom the GCSD supplies water, and may only be allocated to the cost of operating the water portion of the GCSD. The fire revenues support the wing of GCSD that operates the regional fire department. Fire revenue comes from property taxes/bonds, and from partial reimbursement when responding to requests for help in fighting wildfires from the State of California and from the federal government. The Groveland park maintenance and upkeep category is funded through property taxes.

These are categorical funds, which means it is not acceptable to commingle funds or use reserves from one fund to off-set costs in another. A deficit in one fund does not cause a deficit in another categorical fund.

There are three additional areas of GCSD revenue: funds received from leasing GCSD equipment, property or facilities; selling of GCSD assets, like equipment, property, or facilities, and interest accrued from investments of GCSD funds. Other sources of revenue generation, such as fees accepted for third party waste disposal, are not currently being utilized. *(For a more extensive overview of these categories, revenue and operating costs, see GCSD 2018/2019 Final Budget Preparation Memorandum, August 13, 2018).*

Several areas for commendation were revealed during our investigations. Over the past fiscal year, several staff trainings have occurred, as well as staff completion of additional skills certificates. Board members have also participated in professional development trainings. The Office Manager has initiated a policy to convert GCSD paper documents into efiles (electronic files). The efficient and quick

repairs and restorations after general flood damage of the Mary Laveroni Park in Groveland are commended.

DISCUSSION

Finances

The GCSD is in financial stress, an ongoing problem over the last several years and more recently exacerbated by storm damage in 2017 and 2018. The District has historically addressed this long-term financial stress not with rate increases, but through employee attrition and delay of Capital Improvement Projects.

Currently the GCSD is operating more in “crisis” mode than “routine” mode. Infrastructure needs remain major concerns for the future, such as lift station upgrades to prevent system clogs and buildup, equipment needs such as pump replacement for wastewater management, along with staffing needs (see below).

In the 2018-2019 Budget, the GCSD states “[t]his budget year, we are spending to stay afloat, and investing in the studies needed to document the long-term improvements and replacements needed, so we can plan them out financially for the long term” (page 14).

In Fall 2018, GCSD rate-payers experienced a 17% sewer rate increase. 2019 and 2020 will also see 17% rate increases, followed by smaller increases in 2021 and 2022. The rate increases will offset significant flood damage to infrastructure experienced in 2017 and 2018, will build growth into the budget to address current equipment needs, and will buffer upcoming anticipated loan payments for 25% matching funds for a SWRCB construction grant.

The high cost of the fire and park areas under the jurisdiction of the GCSD is not sustainable under the current budget projections. To offset this, the GM Consultant foresees a bond measure or special tax on the local ballot in two years. The funds will be used to maintain the park services under GCSD purview, and to staff fire prevention teams 24 hours/7 days a week in the Groveland area.

Staffing Needs

In the January 8, 2019 Board meeting, the Board approved additional staffing that will presumably also be partially funded by the sewer rate increases. A new office staff position was approved (Administrative Services Technician) and at this writing is being advertised. A management/supervisory position was identified as needed but not yet approved. A *Classification and Comparison Study* by Koff and Associates was commissioned by the GCSD to assess salary comparisons with similar agencies, although it did not assess staffing needs.

No new field staff positions have been approved for 2018/2019. The GCSD maintains a very complex wastewater system, with 16 lift stations, 35 miles of gravity line (pipes that are not under pressure), and seven miles of forced main lines (pipes that are under pressure). There are currently only five field crew at GCSD, and no field supervisor; only four employees are available to work in the field if one is occupied with reading meters. The five field staff members must work both wastewater and water systems; they work beyond their job descriptions due to the shortage of staffing, and due to the GCSD operating in a reactionary, triage mode. The lack of dedicated wastewater operators makes regular and routine maintenance of the sewer systems not possible.

GCSD leadership acknowledges the challenges of failing equipment and the lack of funding to purchase upgrades, which then requires more field staff to triage problems. The 2018-2019 Budget states:

“As we are always responding to crisis, we currently do not have the staff to perform standard maintenance such as street, control and pressure regulating valve operation and maintenance, fire hydrant flushing and servicing. Lack of maintenance will result in premature failure and the need for replacement of system components ... Completion of planned system replacement projects coupled with the purchase of updated technology, system maps, tools and equipment will

free up time to allow for increased maintenance without adding staff.” (Page 14)

The inability to replace failing equipment, coupled with the lack of ability to conduct standard maintenance, will exacerbate the need for additional staffing. Field staff shortage was a finding of the 2017-2018 Grand Jury. GCSD responded on August 15, 2018, “We disagree with the finding that the District was or is inadequately staffed....the Grand Jury is simply not qualified to understand the intricacies of the operation and maintenance of a water and wastewater system.” This response from GCSD remains puzzling, given their subsequent statements that they do not have adequate staffing for routine and regular maintenance.

Wastewater treatment issues

As the GCSD is operating in a “crisis” or “reactionary” mode of operations, the District is deferring maintenance in lift stations. There isn’t enough staffing to maintain a planned program of daily/weekly scheduled maintenance and flushing. This daily “trouble-shooting” mode of Services means that the GCSD is waiting until complaints arise, such as odor issues at lift stations, before flushing and physically cleaning wastewater stations. Both Pine Mountain Lake residents, and GCSD representatives/employees, acknowledge ongoing odor issues around lift stations.

GCSD recognizes these long-term issues in the 2018-2019 Budget:

“...we do not have the appropriate equipment to fully clean and flush portions of the sewer collection system, due to its high expense and infrequent use. Lack of sewer cleaning can result in sewer overflows. Investment in correct equipment or contracting regularly for the cleaning work in difficult locations should be funded” (page 14).

Board oversight and subconsultant work

Per the GM Consultant’s contract, any duties that fall under the GM purview but are handled by a subcontractor are to be paid at “the Consultant’s own expense.” In a preliminary review of the GM

2018-2019 Grand Jury Report On
Groveland Community Services District

Consultant scope of duties, we found overlaps in Services in \$30,000 for the Communications/Public Relations Consultant and \$6,696 for Human Resources Consultant (\$36,696 total).

From the GM Consultant Contract effective May, 2018 – April 2021, it states:

“E. Consultant may, at Consultant's own expense, use any employees or subconsultants as Consultant deems necessary to perform the services required of the Consultant by this Contract. The District shall not control, direct or supervise Consultant's employees or subconsultants in the performance of those Services.”
(A-2, emphasis added)

In the General Manager Consultant's contract Exhibit A, Scope of Work, it reads:

“He/she represents the Board's policies and programs with employees, community organizations, the general public, other agencies, and associations...The General Manager is responsible for all Human Resources and Personnel issues in the District” (A-7) and “Consultant... shall serve as public information officer for the District as necessary” (A-10, emphasis added).

Additionally, in the “Norms and Protocol” Resolution 2019-2, adopted by the Board, under “Relations with the Community,” it states:

“23) Communication with the media—contact person/training
a) The Board agreed that this communication will be left as sole responsibility of the GM, and that the Board members may only confirm that facts or statements they made are accurate. Possible policy creation in the future if needed” (page 9, emphasis added).

However, the 2018-2019 Grand Jury found that a Public Relations subconsultant was making statements, posting online comments, and representing the GCSD to the public. Other areas of overlap in contracted services may exist, for example, in the area of engineering consultants.

GM Consultant work outside GCSD

The GCSD GM Consultant currently serves as the Site Manager or GM Consultant for four additional small districts: Lake Don Pedro (Tuolumne County), Saddle Creek (Calaveras County), Cortina (Colusa County) and Hornbrook (Siskiyou County). The Grand Jury found no conflict of interest in one person holding these five positions at one time. In fact, having a GM Consultant with expertise and experience in multiple small districts is a commendation. However, in totaling up hours required for each of these appointments, the number of work hours is beyond an 8 hour/day, 5 day/week work schedule. The Grand Jury considers the ability for the GM Consultant to sub-contract out parts of the GM Consultant duties at the GCSD as one appropriate way to handle such an excessive workload.

Update: In April 2019 as this report was being finalized, the GCSD Board announced that it hired the GM Consultant as a full-time General Manager. The contract has not yet been finalized as the time of this report.

“Watchdog” group

The GCSD is heavily scrutinized by a very small group of community members who work together to serve as a “watchdog” over District management. This group of citizens attend monthly Board meetings in order to voice their concerns and raise questions regarding District management. The Grand Jury finds that the same vocal community members at Board meetings seldom (if ever) bring praise to the Board or GCSD representatives/employees. Their concerns, even if well founded, exacerbate a caustic atmosphere between the community and the District. When public trust is fragile, these interactions are counterproductive.

GCSD communications with rate-payers

There is a clear history of acrimony between these vocal Groveland community members and the Groveland Community Services District Board and staff. The Grand Jury found confrontational, intimidating behaviors on the part of GCSD representatives via social media (Nextdoor). In addition, another GCSD representative has admittedly

taken part in an altercation with a rate payer on GCSD property. This history sets the background for tensions and frustrations to run high in interactions that may, under normal circumstances, not provoke such strong emotions. The Grand Jury found intense reactions on both sides of the interactions. Community support must come from trust of the GCSD, which the Grand Jury investigations found to be seriously compromised.

The GM Consultant outlined a comprehensive Communications Plan on Nov. 13, 2018, and projects a June 30, 2019 completion date, in part to address this history of acrimony with rate-payers. The Grand Jury commends the GM Consultant and GCSD Board for its proactive nature in addressing this history.

In "Norms and Protocol" Resolution 2019-2, the GCSD Board outlined processes for complaints. They separate out public and staff into two different reporting structures.

"32) Handling complaints or comments from the public outside of meetings

- a) The Board agreed that public complaints or concerns should be routed through the GM, who will bring them to the Board as needed.

33) Handling complaints from staff

- a) The Board agreed these would be handled by the GM or through the use of outside consultants if related to the GM" (page 10).

Given that our investigation uncovered instances of confrontational verbal and written interactions against rate-payers that were not reported, it suggests to us that there is still stigma, concern, and/or confusion in voicing complaints against the GCSD and/or its representatives.

Board meetings

Board meeting agendas contain many items of business that often cause meetings to run in excess of two hours, sometimes up to 5 hours long. These excessive meetings may impact Board communications, and the ability for more members of the community

to attend and fully participate in the meetings. Strategies and tactics exist for facilitating short and efficient meetings, which may not be fully utilized at the GCSD.

Additionally, minutes that summarize Board meetings do not adequately capture the depth of the discussions and presentations.

For example, in the September 11, 2018 the minutes read:

“Discussion and Board Direction Related to Current District Policy Regarding Fire Department Cost Recovery Fees

No action taken. Board directed staff to gather information regarding issues discussed” (page 2)

It is unclear from the minutes what was discussed, and why further information gathering was required.

Website issues

The online Operating Policies and Procedures Manual has only 5 out of 54 heading/chapter links active. Key chapters that would facilitate public trust and education such as Board Policies and Procedures, Board Action and Decisions, and Personnel and Financial Policies, are not accessible to the public through the GCSD website. These issues make it difficult to navigate the GCSD website for public records and information regarding Finances, Board and Personnel Policies.

Board agenda packets on the GCSD website are difficult to identify and locate. The agenda packets are not labeled as such, and the links do not include the date of the Board meetings. Another issue we found is that links to Resolutions do not provide any supporting exhibits upon which the Resolutions are based.

FINDINGS

F1. GCSD is financially stressed and does not have the funds to maintain and replace all its equipment and technology needs.

F2. There is inadequate staffing to perform standard maintenance.

F3. The high cost of the fire and park areas under the jurisdiction of GCSD is not sustainable under the current budget projections.

F4: Wastewater issues regarding lift stations and routine maintenance are not being properly addressed.

F5: Other sources of revenue generation or enterprises are not being fully utilized as they were in the past, such as accepting mobile and industrial waste hauler tank truck loads (dumps) for a fee.

F6. GCSD is funding subcontractors for jobs that fall under the duties and obligations of the General Manager Consultant.

F7: There is no time conflict in the General Manager Consultant representing several water districts at one time. However, given the new full-time employment position of a GCSD General Manager, there is a time conflict in the ability to perform full-time duties and part-time work at several other districts.

F8: Confrontational, intimidating behaviors toward rate-payers by GCSD representatives has occurred.

F9. The GCSD is heavily scrutinized by a small group of community members who emphasize shortcomings while not equally acknowledging improvements.

F10. Board meetings are excessively long.

F11. Board minutes do not adequately capture the substance of the meetings.

F12. The GCSD website is difficult to navigate.

RECOMMENDATIONS

- R1:** Increase field staff in 2019 to maintain reliability, efficiency and long-term health of the GCSD (F1, F2, F4).
- R2:** Investigate the use of designated reserves and other creative sources of revenue for the wastewater system to address the current “crisis” or “reactionary” mode of operations (F1, F5).
- R3:** Pursue a voter bond measure or special tax in the next two years to offset park and fire services costs (F3)
- R4:** To mitigate odors, hire a vacuum truck and thoroughly clean and flush to remove solids from all lift stations when the odors are the worst and complaints occur, which currently includes Lift Station 2 and 7 (F2, F4).
- R5:** Implement regular, on-going, routine procedures for maintenance of the wastewater collection system, and hire a designated pump station field maintenance staff for regular and routine upkeep (F2, F4).
- R6:** Invoice the General Manager Consultant for past GCSD payments to consultants/subconsultants that performed the job duties of the GM Consultant, and amend the 2018/2019 Budget to remove overlapping service expenses (F1, F6).
- R7.** Create a procedure regarding communications with the public that includes training of consultants/subconsultants on how to handle sensitive and difficult issues and complaints (F6, F8, F9).
- R8.** Undertake an annual community building event (such as a picnic or potluck) that is out of the board room context and encourage open discourse among rate-payers, staff, and Board members to foster better relationships. (F8, F9).
- R9.** Develop a clear reporting structure for handling complaints by identifying and publishing names with contact information including phone numbers for the currently undesignated “outside consultants” identified to field complaints against the GCSD in Resolution 2019-2,

and not allow these “outside consultants” to be funded by the GM Consultant (F8, F9).

R10. Combine the public and staff complaint reporting structures for one method for handling complaints in which both the public and GCSD staff have access to the currently undesignated “outside consultants” identified in Resolution 2019-2 (F8, F9).

R11. Modify the November 2018 Communications Plan to target a date that the GCSD expects to transition from “crisis” mode to “regular and routine” operations mode (F1, F2, F3, F4).

R12. Change Board meeting times and agenda items to accommodate more local residents who work during the day and limit meetings to two hours (F9, F10).

R13: Document the substance of key discussions during Board meetings in Board minutes, and insert a timestamp in Board minutes to cross reference audio recordings (F11).

R14: Update GCSD website’s Board agenda packet links to include labels with dates, active links to the Policy and Procedures Manual, and include all supporting exhibits in Resolution links (F12).

R15: Require on-site, regularly scheduled 40 hours for a full-time General Manager (F7).

REQUEST FOR RESPONSES

According to California Penal Code §933(c), no later than 90 days after the grand jury submits a final report on the operations of any public agency subject to the reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body and every elected county office or agency head for which the grand jury has jurisdiction pursuant to §914 shall comment within 60 days to the presiding judge of the superior court.



June 11, 2019

The Honorable Donald Segerstrom
Superior Court Judge of Tuolumne County
60 North Washington Street
Sonora, CA 95370

Dear Judge Segerstrom;

We have received and reviewed the 2018/19 Grand Jury Report. In accordance with California Penal Code §933(c), included herein please find our comments on the Report's findings and recommendations pertaining to matters under the control of the governing body of the Groveland Community Services District.

Comments on Findings:

F1. GCSD is financially stressed and does not have the funds to maintain and replace all its equipment and technology needs.

GCSD Comments: *The District agrees with this statement.*

F2. There is inadequate staffing to perform standard maintenance.

GCSD Comments: *The District agrees with this statement regarding certain water system preventative maintenance. However, the District disagrees on the maintenance of vehicles, equipment and sewer system infrastructure; which is maintained to industry and safety standards.*

F3. The high cost of the fire and park areas under the jurisdiction of GCSD is not sustainable under the current budget projections.

GCSD Comments: *The District agrees with this statement.*

F4: Wastewater issues regarding lift stations and routine maintenance are not being properly addressed.

GCSD Comments: *The District disagrees with this statement. Response to issues pertaining to lift stations and other sewer system infrastructure, which are maintained to industry and safety standards. There is no technical evidence in the documentation referenced in the report to support this finding.*

F5: Other sources of revenue generation or enterprises are not being fully utilized as they were in the past, such as accepting mobile and industrial waste hauler tank truck loads (dumps) for a fee.

GCS D Comments: *The District agrees with this statement. GCS D no longer accepts septic waste as it was determined to disrupt the treatment process costing more money to treat than the revenue from dumping fees.*

F6. GCS D is funding subcontractors for jobs that fall under the duties and obligations of the General Manager Consultant.

GCS D Comments: *The District agrees with this statement. As detailed in California Government Code Section 61051, the GM is responsible for all aspects of the District, and the District is allowed under law to employ the contractors and consultants necessary to accomplish this responsibility.*

F7: There is no time conflict in the General Manager Consultant representing several water districts at one time. However, given the new full-time employment position of a GCS D General Manager, there is a time conflict in the ability to perform full-time duties and part-time work at several other districts.

GCS D Comments: *The District agrees with a part of this statement. However, the consultant GM was not expected to work full time at GCS D prior to May 14, 2019.*

F8: Confrontational, intimidating behaviors toward rate-payers by GCS D representatives has occurred.

GCS D Comments: *The District agrees with this statement.*

F9. The GCS D is heavily scrutinized by a small group of community members who emphasize shortcomings while not equally acknowledging improvements.

GCS D Comments: *The District agrees with this statement.*

F10. Board meetings are excessively long.

GCS D Comments: *The District disagrees with this statement. There are no standards set for Board meeting length or number of agenda items heard.*

F11. Board minutes do not adequately capture the substance of the meetings.

GCS D Comments: *The District disagrees with this statement. The board meeting minutes accurately contain a record of action taken, as required by law.*

F12. The GCS D website is difficult to navigate.

GCS D Comments: *The District disagrees with this statement.*

Comments on Recommendations:

R1 : Increase field staff in 2019 to maintain reliability, efficiency and long-term health of the GCS D (F1, F2, F4).

GCS D Response: *The District is proposing in its draft budget to increase field staffing in the 2019/20 fiscal year.*

R2: Investigate the use of designated reserves and other creative sources of revenue for the wastewater system to address the current "crisis" or "reactionary" mode of operations (F1, F5).

GCS D Response: *The District budgets every year to deposit and/or spend money from appropriate reserves to fund maintenance and capital projects. The District is proposing to increase staffing to increase preventative maintenance on the water system. The sewer system is currently provided industry standard routine preventative maintenance.*

R3: Pursue a voter bond measure or special tax in the next two years to offset park and fire services costs (F3).

GCS D Response: *The District will consider submitting a revenue (tax or assessment) measure(s) to the voters/property owners in the next two years to fund fire and park services. Prior to the expensive development of a GCS D revenue measure, the District is first working cooperatively with the county on a potential county-wide fire tax measure*

R4: To mitigate odors, hire a vacuum truck and thoroughly clean and flush to remove solids from all lift stations when the odors are the worst and complaints occur, which currently includes Lift Station 2 and 7 (F2, F4).

GCS D Response: *The District hired a vacuum truck contractor in April 2019 to clean manholes and has incorporated that contracting work into its annual maintenance budget.*

R5: Implement regular, on-going, routine procedures for maintenance of the wastewater collection system, and hire a designated pump station field maintenance staff for regular and routine upkeep (F2, F4).

GCS D Response: *The District currently employs certified wastewater collection system maintenance and mechanic staff. A regular, routine procedure for maintenance of the wastewater collection system including sewer lift pump maintenance has been occurring on an ongoing basis, including the 2018/19 fiscal year.*

R6: Invoice the General Manager Consultant for past GCS D payments to consultants/subconsultants that performed the job duties of the GM Consultant, and amend the 2018/2019 Budget to remove overlapping service expenses (F1, F6).

GCS D Response: *The District will not invoice the General Managers consulting firm for the cost of consultants/sub-consultants hired to perform specialized duties.*

R7. Create a procedure regarding communications with the public that includes training of consultants/subconsultants on how to handle sensitive and difficult issues and complaints (F6, F8, F9).

GCS D Response: *The District will include training of consultants/sub-consultants, if appropriate based on the tasks assigned, on the District policies and procedures for handling difficult issues and complaints.*

R8. Undertake an annual community building event (such as a picnic or potluck) that is out of the board room context and encourage open discourse among rate-payers, staff, and Board members to foster better relationships. (F8, F9).

GCS D Response: *The District will implement its approved communication plan in 2019 which will evaluate the public's interest in participating in community building events with the District. In April 2019 the District began the process of engaging multiple segments of the community, outside of the Board room, in a large scale community improvement/park project which will continue throughout the year.*

R9. Develop a clear reporting structure for handling complaints by identifying and publishing names with contact information including phone numbers for the currently undesignated "outside consultants" identified to field complaints against the GCSO in Resolution 2019-2, and not allow these "outside consultants" to be funded by the GM Consultant (F8, F9).

GCSO Response: *The District will continue to fund outside consultants as needed (versus hiring additional staff) to achieve board goals and objectives, including public outreach/social media, technical human resources, legal, engineering and financial. District consultants are engaged for a specified scope of work, and are not assigned to specifically receive and respond to public complaints. The complaint process referenced in GCSO Resolution 2019-02 is related to sensitive internal matters where the GM is the subject of an employee complaint or grievance that cannot be resolved at the management level. These must be handled carefully and the District has chosen to use an outside third party for such grievance/complaint resolutions. Public complaint resolution is handled through the General Manager or the Board at meetings.*

R10. Combine the public and staff complaint reporting structures for one method for handling complaints in which both the public and GCSO staff have access to the currently undesignated "outside consultants" identified in Resolution 2019-2 (F8, F9).

GCSO Response: *Modifications to the District's complaint process are not necessary. By resolution 2019-02, public complaints are routed through the GM and to the Board if they remain unresolved. Staff complaints are managed in accordance with the Union MOU and District personnel policy and when related to the GM, submitted to an outside consultant for resolution due to the confidential nature of personnel matters.*

R11. Modify the November 2018 Communications Plan to target a date that the GCSO expects to transition from "crisis" mode to "regular and routine" operations mode (F1, F2, F3, F4).

GCSO Response: *It is not necessary to modify the GCSO communication plan, as it does not address operational matters. The District does not operate any of its services in crisis mode; and performs preventative maintenance, repair and employs standard administrative procedures. The District has invested in and is close to implementing an electronic asset management and maintenance program, which will facilitate the increase in water system preventative maintenance as detailed in Response 5 above. (This one is hard to figure out, or it might just be me)*

R12. Change Board meeting times and agenda items to accommodate more local residents who work during the day and limit meetings to two hours (F9, F10).

GCSO Response: *The Board has held its meeting on different days of the week and times of the day in an attempt to increase attendance. The Board meetings are best attended at their current time and date. The District's goal is to limit meetings to two hours.*

R13: Document the substance of key discussions during Board meetings in Board minutes, and insert a timestamp in Board minutes to cross reference audio recordings (F11).

GCSO Response: *The District's Board meeting minutes will continue to record the actions taken by the Board. The district makes available meeting audio recordings, meeting agendas and written materials supporting all items on the agenda. The District is currently researching options for meeting video recording with timestamp capabilities.*

R14: Update GCSO website's Board agenda packet links to include labels with dates, active links to the Policy and Procedures Manual, and include all supporting exhibits in Resolution links (F12).

GCSD Response: *The District will perform the recommended website updates as staff time allows. The District will perform the recommended website updates as staff time allows.*

R15: Require on-site, regularly scheduled 40 hours for a full-time General Manager (F7).

GCSD Response: *On May 14, 2019 the District entered into a fulltime employment agreement with the General Manager.*

If you have any questions, concerns or comments related to this response, please do not hesitate to contact me.

Sincerely,

Janice Kwiatkowski
Board President

DRAFT