



SPECIAL MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

April 12, 2019

10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

1. Approve Order of Agenda

2. Public Comment

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

3. Information Items

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

A. Staff Reports

i. Fire Department Report

ii. General Manager's Report

iii. Operations Manager's Report

iv. Administrative Services Manager's Report

B. President's Report

i. Fire Services Evaluation and Funding

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 March 12, 2019 Regular Meeting

B. Accept March Payables

C. Waive Reading of Ordinances and Resolutions Except by Title

D. Adoption of a Resolution Ratifying the Award of Contract to Smith Construction Company, Inc. for the Fire Department Approach Renovation Project

E. Adoption of a Resolution Approving an Updated Multi-Jurisdictional Local Hazard Mitigation Plan

F. Adoption of a Resolution Removing Drought Water Restrictions and Implementation of Water Use Requirements Consistent with Those of the State

G. Approval of a Process for Evaluation of the Performance of the General Manager

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. Adoption of a Resolution Accepting the Compensation Survey Prepared by Koff and Associates and Directing the Development of an Implementation Plan for Revised Salaries
- B. Adoption of a Resolution Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

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. Appointment of a District Representative(s) for the Purpose of Union Negotiations with Operating Engineers Local #3
- B. Adoption of a Resolution Approving Agreement with Granicus for Board Meeting and Agenda Management Services, and Approving the Purchase of Related Video Equipment
- C. Adoption of a Resolution Approving Application(s) for Per Capita Grant Funds Through the State Department of Parks and Recreation
- D. Adoption of a Resolution Approving Agreement with California CAD Solutions, Inc for the Preparation and Publication of a Dash GIS Site to Display District Boundaries and Assessors Parcels/Information; to Serve as the Base Site for Digital Infrastructure Maps
- E. Adoption of a Resolution Approving Agreement with AquaSierra Controls, Inc for the Evaluation of all District Computers and Related Software, Licenses, Operational Status, Replacement Needs, Perform Software Updates and Staff Training, Develop System Schematic and Identify Improvement Needs
- F. Adopting of a Resolution Approving Agreement with Citygate Associates for the Update of the Fire Department Master Plan, and Establishment of Services Standards and a Deployment Plan
- G. Adoption of a Resolution Recognizing the Creation of a Community Emergency Response Team (CERT) and Providing Certain Support and Insurance
- H. Consideration of Nomination of Candidates for the Board of Directors of California Special Districts Association and Special District Risk Management Authority
- I. Consideration of Offer to Tuolumne County to Purchase Groveland Townsite Common Land
- J. Approval of a Consulting Services Contract Change Order with Koff and Associates for the Development of Updated Job Classifications

7. Adjournment

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

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

Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

Staff Report
April 9, 2019

To: Board of Directors

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

Subject: Monthly Activity Report – March 4, 2019 to March 31, 2019

Operations:

Emergency Incident Response:

On March 8, 2019 Groveland Fire, CAL FIRE, and Tuolumne County Fire units responded to a residential structure fire at 19039 Crocker Lane in Pine Mountain Lake. Engine 781 arrived at scene first with heavy smoke and fire showing from the third level of the structure. An aggressive fire attack with Engine 4476 our Amador Engine, quickly knocked down the fully involved room, preventing any additional spread into the residence. There was significant heat and smoke damage throughout the second floor which required extensive salvage and overhaul. The property owner suffered minor smoke inhalation and was evaluated by the ambulance at scene. The cause of the fire is determined to be vent piping from a woodstove.



On March 21, 2019 Groveland Fire, CAL FIRE, and Tuolumne County Fire units responded to a residential structure at 11010 Big Oak Rd. Upon arrival, the first arriving engine found smoke and fire showing from the roof and exterior wall of the structure. An interior fire attack was initiated and the crew located the fire in the living room of the residence. The fire was quickly knocked down and an extensive overhaul was required due to the tongue and groove ceiling. The cause of the fire was determined to be vent piping from a woodstove.

On March 31, 2019 Engine 781 and Engine 4476 responded to a vehicle fire behind the Groveland Hotel. Upon arriving scene, there was a fully involved recreational vehicle in the parking lot with no exposures threatened. Fire crews quickly extinguished the fire, containing it to the recreational vehicle. The cause of the fire is determined to be an unattended candle.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	Out of Service – Sierra Motors
Utility 786	2008 Chevrolet 2500	In Service

Training:

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

- Fire Captain Siville and Engineer's Shade and Donabedian attended Continued Professional Training
- Fire Attack Evolutions
- Pump Operations
- Building Construction
- Engine and Equipment Orientation
- Fire Chemistry and Behavior

MONTH - MARCH

GROVELAND FFS

Alarm Sounding	0
Odor Investigation	0
Debris Fire	0
Medical Aid	12
Fire Menace Standby	0
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	5
Smoke Check	1
Structure Fire	3
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	1
Vehicle Accident/Pin In	0
Vehicle Fire	1
TOTAL	23

Auto Aid	Given
IVIMU	1

Last Call Logged Run # TCU#003839

MONTH - March 2019

Alarm Sounding	1
Odor Investigation	0
Debris Fire	0
Medical Aid	30
Fire Menace Standby	2
Fire Other	0
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	7
Smoke Check	1
Structure Fire	2
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	1
Vehicle Accident/Person in	0
Vehicle Fire	1
TOTAL	46



Auto Aid	Given
Tuolumne County	0

Last Call Logged Run # TCU 003839



County of Tuolumne
Local Agency Formation Commission

DAVID GONZALVES
Executive Officer

March 27, 2019

Tuolumne Utilities District
Attention: Edwin Pattison, General Manager
18885 Nugget Blvd.
Sonora, Ca. 95370

A.N. Francisco Building
48 West Yaney Avenue
Mailing: 2 S. Green Street
Sonora, CA 95370
209 533-5633
209 533-5616 (fax)
www.tuolumnecounty.ca.gov

RE: Special District Representation on the Local Agency Formation Commission

Dear Mr. Pattison:

On October 24, 2018, the Tuolumne County Local Agency Formation Commission ("LAFCO") received a formal request letter from your agency on behalf of nine (9) Special Districts requesting representation of the independent Special Districts on LAFCO. In a phone call to you in early November 2018, we discussed the issue of the request from your letter, that the Special District cost sharing arrangement be only 8% of the net costs of the annual operating budget of LAFCO. Also during that discussion, and as mentioned in a staff report to the Commission, that situation is problematic. At that time, I informed you that this request will delay the process of beginning the initiation of the statutory process of adoption of a Resolution of Intent to add Special District representation by the Commission.

Given your letter requesting LAFCO representation also requested an alternate budget allocation, LAFCO staff has conducted significant research and legal consultation to ensure the process to move your request forward was correct. Government Code Section 56381, states that when there are County, City and Special District representatives, the default LAFCO annual budget apportionment is one-third shares each for the County, the Cities, and the Special Districts. Any alternative method of apportionment of the LAFCO net operation expenses may be used, if approved by the majority of vote of each of the following: the Board of Supervisors, the Sonora City Council, and the Independent Special Districts representing a majority of the combined total population of the Independent Special Districts in the County. The County and City approved an MOU in 2008 altering the default 50-50 LAFCO budgetary formula to a per capita basis.

After researching all eligible Special Districts, as Executive Officer, I will be notifying each Board of the Independent Special Districts of the LAFCO meeting being held on April 8th to discuss this request. A conditional Resolution has been placed on the Agenda at this meeting and legally noticed. The proposed Resolution will ask the independent special district selection committee to answer the following questions:

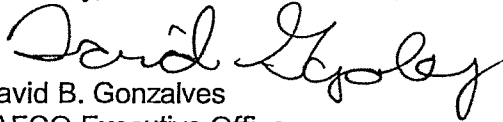
- Do the Independent Special Districts accept representation on LAFCO?
 - If so, appoint two regular members and one alternate member
 - Are the Independent Special District members to be disqualified from voting on proposals affecting their own special district?
- Do the Independent Special Districts accept the default LAFCO budget apportionment of one-third share?
 - If not, has an alternate funding allocation been approved by a majority vote of each of the following: the Board of Supervisors; the Sonora City Council; and the Independent Special Districts representing a majority of the combined total population of independent special districts in the County?

RECEIVED
APR 03 2019

On April 22, 2019, at 2 p.m., a meeting has been tentatively scheduled in the Board of Supervisors Chambers, at 2 South Green Street, in order to discuss the requirements to have Independent Special District representation on the LAFCO Commission. One of the issues we will discuss will be any proposed alternative funding requests by the Special Districts in regards to funding the LAFCO annual budget. Please contact Renee Hendry at rhendry@co.tuolumne.ca.us to let me know if a representative of your District can attend the April 22nd meeting.

Thank you for your correspondence and prior discussion on this matter. If you need further information or clarification, please feel free to contact me.

Sincerely,



David B. Gonzalves
LAFCO Executive Officer
dgonzalves@co.tuolumne.ca.us

Cc All Tuolumne County Independent Special Districts
Tuolumne County Board of Supervisors
Sonora City Council
Tracie Riggs, Tuolumne County Administrator
Tim Miller, Sonora City Manager

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**County of Tuolumne
Local Agency Formation Commission**

DAVID GONZALVES, C.B.O.
Executive Officer

**AGENDA
TUOLUMNE COUNTY LAFCO
BOARD OF SUPERVISORS CHAMBERS
TUOLUMNE COUNTY ADMINISTRATION CENTER
April 8, 2019
4:00 p.m.**

A.N. Francisco Building
48 Yaney Avenue
Mailing: 2 S. Green Street
Sonora, CA 95370
209 533-5633
209 533-5616 (fax)
www.tuolumnecounty.ca.gov

COMMISSION BUSINESS:

- A. Salute the Flag.
- B. Minutes of the meeting of January 28, 2019.

REPORTS:

- A. Election of Officer
 - A. Chair

PUBLIC COMMENT: 10 Minutes

The public may speak on any item not on the printed agenda. No action may be taken by the Commission.

PUBLIC HEARING:

1. Consideration of adopting Resolution No. 292 approving the 2018 Municipal Service Review and making determinations for the Strawberry, Columbia, Jamestown, and Mi-Wuk/Sugar Pine Fire Protection Districts
2. Consideration of adopting Resolution No. 293 approving the 2018 Update of the Spheres of Influence of the Strawberry, Columbia, Jamestown, and Mi-Wuk/Sugar Pine Fire Protection Districts.
3. Consideration of adopting Resolution No. 294 conditionally approving the annexation of the Valley Vista Subdivision consisting of 92.7 acres and additional parcels to the south in Jamestown Sanitary District.
4. Consideration of adopting Resolution No. 295 approving the expansion of the Sphere of Influence of the Jamestown Sanitary District to include the northwest portion of APN 59-020-68.
5. Consideration of releasing RFP for augmentation of LAFCO staff.
6. Consideration of the Draft Budget for Fiscal Year 2019/2020.
7. Consideration of adopting Resolution No. 296 approving the formation of an Independent Special District Representative Selection Committee.

ADJOURNMENT

Disclosure of Campaign Contributions – Government Code Section 84308 requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give, and the amount that officeholders, candidates, and committees spend. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an “entitlement for use” (such as an annexation or sphere amendment) if, within 12 months, the Commissioner has received \$250.00 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application (such as an attorney, engineer, or planning consultant) representing the applicant or interested party. The law also requires any applicant or participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding. The law also prohibits an applicant from making a contribution of \$250.00, or more to a LAFCO Commissioner while a proceeding is pending or for 3 months afterward.

Disclosure of Expenses Supporting and Opposing Proposals - If a person or group contributes or expends \$1,000.00 or more in support of, or in opposition to, a proposal before LAFCO, those contributions and expenditures must be disclosed. Pursuant to Section 56100.1 of the Government Code, disclosure shall be made to the Commission’s executive officer.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Resources Agency at (209) 533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28FR35.102-35.104 ADA Title 11).



Operations Report

Month of Review: March 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: March 2019

Total	4.81MG
High	.25MG
Low	.09MG
Average	.15MG

Effluent Totals From Plant: March 2019

Total	5.34MG
High	.27MG
Low	.11MG
Average	.17MG

Rainfall Totals at the Sewer Treatment Plant Month of March

Year	Total Rainfall-inches
2019	8.33 – (1.20 High)
2018	16.69 – (4.87 High)
2017	4.87 – (1.03 High)
2016	10.17 – (3.06 High)
2015	.66 – (.24 High)
Current Season Total	32.03

Wasting Totals

Total Inches	548
Total Pounds	6697

Reclamation Totals: Off for the Season

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Active Sewer Accounts: 1533

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
- Met with Dam inspector and completed annual inspection.
- Set new valve boxes around the Dam monument markers.
- Replaced sprinklers in Field #4

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District
- Finished Gravity Manhole Inspections for Lift Station 1. Pulled minor roots out of 5 MH and removed down tree covering MH.
- Pumped down and broke up the grease island in Lift Station 6
- Completed Lift Station 2 gravity manhole inspections.
- Ran CCTV push camera to locate Sewer line for property owner at unit 1 lot 419. Staff marked line and depth of gravity line.
- Cleaned Lift Stations 9, 10, 11, 12, 13, 14, 15 and 16
- Marked out MH and sewer line for Dryco Construction doing culvert replacement on PMD.
- Met with PO on Grizzly about sewer line encroachment for new driveway.
- Completed hydro jetting in Groveland, Big Oak Flat and unit 3.
- Cleaned Lift Station 13 easement road.

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)
- Met Don Pedro Pump at BCTP they could not pull Turbine due to SFPUC equipment placement, staff hooked Turbine backup and we scheduled meeting with SFPUC for plan to pull Turbine.

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/winterize) etc.
- Completed weekly checks on Tank 4(Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet)
- Cleaned out all valve boxes in unit 3 and 4.
- Completed Directional Flushing in the Unit 3 service area.

Meter Related Services	Total
Check/repair meter	1
Install water meter	1
Monthly lock offs	21
Meter change outs	3
Read tenant out	3
Re-Read	37
Turn off meter	2
Turn on meter	22
Test meter	4
Total Distribution Issues	94

Active Water Accounts: 3245

Billed Consumption	Gallons
Residential	4505529
Commercial	352594

Construction and Maintenance

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

Maintenance

- Took Utiliti 786 to Sierra Motors for Transmission repairs. Found bad (TCM)
- Picked up new bearings for the Roto Strainer Drum from Applied Industries in Modesto. Cleaned and repaired Roto Drum #1 (new bolts on motor assembly& drive coupling)
- Replaced all lights in the Roto Strainer room
- Pulled apart Honda water pump diagnosed bad impeller, ordered parts and replaced.
- Pulled Water and Sewer maps for Hwy 120 and sent information to CalTrans for upcoming culvert replacements.
- Cleaned up debris in the upper Park and hauled back to the yard.
- Started cleaning up don trees next to Admin Parking Lot.
- Made/painted and installed new gate for the Lower Park entrance next to fire house.



- Fixed garage door and gutter down spout for the Fire House in BOF.
- Made and installed new chain and binder box for District equipment trailer.

- Took back supplies to Lowes and picked up supplies from Sonora for Big Creek Turbine (wire connectors), ridge caps from Sonora lumber for park concession stand, pressure gauges and hand pumps for C&D Staff.
- Rain-4-Rent used for irrigating fields blew discharge hose so pump was shut down while new hose was connected, when brought back into service pump had bad vibration which had broken the exhaust. Staff took it out of service and found damaged drive coupling and motor mount bracket which was repaired with new coupling and bracket re-welded. The valves were adjusted and the injector lines were bled.
- Repaired sprinklers in Field #3
- Basic service done on the Dump truck, truck 8, 19 and truck 20.
- Made dump run to Groveland Transfer Station
- Serviced Lift Station 1 air, oil and fuel filters were replaced.
- Greased transfer switch at Lift Station 12 tested and put back into service.
- Finished taking down old light poles around District Driveway.
- Completed annual smoke testing on District Diesel Trucks.
- Repaired Fire Department lawn mower.
- Replaced lights in multiple District buildings.
- Changed battery and serviced the Kabota Tractor.
- Repaired the tire on the golf cart.
- Replaced register and pig tail for the blower motor on Truck 6.
- Ran stand by equipment (light tower, sol-air air compressor)
- Replaced Curb stop for meter on Foot Street.



- Installed new fuel transfer tank and real on Truck 18
- Replaced the seat and seat belt in Engine 78.
- Diagnosed Lift Station 9 generator weekly exercising problem, found fuel pump was the issue due to losing prime.
- Fueled Rain-4-Rent as needed for irrigating fields.
- Marked out Water and Sewer line for Dryco Construction doing culvert replacement on PMD.



- Added cut back to past water break patch on Ferretti Rd
- Complete general maintenance at the Park
- Started cleaning around Pole Barn and Boneyard.

Water Projects

- Worked on acquiring information for new Maintenance Software (SEMS)
- Moyle Excavation finished the valve boxes and riser on Ferretti Rd. Project is now complete.

Sewer Projects

- Drying pad project is now complete.
- Notice to Proceed for Flume repair is on hold due to the weather
- Reservoir 1 Valve/Vault project is waiting for start date from contractor Njirich and Son's

Park/Fire Projects

Installed new ridge caps on the Park concession building.

Worked on gathering maps for Resilient Center Project (Sewer/Water location)

Opened Bids for upcoming Firehouse encroachment project

After Hour Calls

Staff received 4 after-hour calls: 3 were water related- 1 sewer related

Workplace Safety and Training

Weekly Safety Meetings and Training

- 3-5-2019 (SDRMA Topic) Respect for people with quiz
- 3-12-2019 (SDRMA Topic) Housekeeping with quiz
- 3-19-2019 (topic) Working out doors with quiz
- 3-28-2019 (Topic) SSMP Training
- 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
March 12, 2019
10:00 a.m.**

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

Call to Order

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

Approve Order of Agenda

Motion

Director Swan moved, seconded by Director Mora, and the motion passed unanimously to approve the addition of the SAFER Grant item to the agenda.

Motion

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

Public Comment

A member of the public requested the Board note their lunch breaks on the agenda.

A member of the public stated that there was an existing resolution that adopted a District credit card use policy.

Information Items

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

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
 - 1. Submittal of Hazard Mitigation Grant Notice of Intent for a Flood Control Study and Purchasing Emergency Preparedness/Response Equipment
 - 2. Verbal Update on State Funded Planning Projects and Related Funding Applications
 - 3. Verbal Update on Compensation Study Being Prepared by Koff Associates
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
 - 1. Summary of Ordinance 1-19 (informal Bidding) to be Published
 - 2. Report on the Future Impact of SB 998, Establishing Restrictions on the Discontinuance of Residential Water Service

B. Park Advisory Committee Report

A. Consent Calendar

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

- A. Approve Minutes from the February 12, 2019 Regular Meeting
- B. Approve Minutes from the February 28, 2019 Special Meeting
- C. Accept February Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title
- E. Approval of the Attendance of Two Directors at the Special District Risk Management Authority (SDRMA) Spring Education Day in Sacramento, March 26, 2019

Motion

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

Old Business

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

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

Motion

Director Kwiatkowski moved, seconded by Director Armstrong, and the motion passed unanimously to adopt Bidding Ordinance 1-19.

Discussion and Action Items

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

- A. Presentation of Recognition in Special District Governance Award to Director Robert Swan
- B. Discuss the Process and Schedule for Committee Review of the Fire Department Revenue and Expenses, Future Funding Needs and Options

An ad hoc Fire Committee was created with Director Armstrong and Director Swan appointed to serve on the committee.

- C. 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 Mora, and the motion passed unanimously to direct staff to prepare an updated slate of management objectives including the modifications, priorities and schedules discussed, for Board action in April.

- D. Consideration of Options for Live Video Streaming and Video Archive of District Board Meetings

Motion

Director Armstrong moved, seconded by Director Mora, and the motion passed unanimously to authorize staff to evaluate the options and cost for streaming video of the District Board

meetings and prepare a proposal for board consideration during the regular meeting of April 9, 2019.

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

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to adopt Resolution 2019-8 Approving an Amendment to the District Miscellaneous Fee Schedule to Remove and Adjust Fees Associated with Discontinuation of Water Service due to Non-Payment.

- F. Adoption of a Resolution Approving a Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

The item was tabled to the April meeting.

- G. Consideration of Establishing Restrictions on the District's Abandonment of Interest in Public Utility Easements Existing on Properties Throughout the District

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to direct staff to require review and approval of all public utility easement abandonment requests by the district engineer prior to releasing district interest in said easement, and to propose language modifying the district easement policies accordingly.

Adjournment

The meeting was adjourned at 1:01pm.

ATTEST:

Jennifer Flores, Board Secretary

APPROVED:

Janice Kwiatkowski, President



ACCOUNTS PAYABLE CHECK LISTING

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

Accounts Payable Checks



User: dpercoco
Printed: 4/1/2019 10:15:29 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
104	BOA01	Board Of Equalization	3/29/2019	True	2018 Sales Tax Use Return	\$529.00
17635	AQU01	Aqua Labs	3/28/2019	True	050 Water Tests	\$2,470.00
17636	aqu5	Aqua Sierra Controls Inc.	3/28/2019	True	BCTP UV troubleshooting- HMI/PLC	\$3,239.17
17637	ATT02	AT&T	3/28/2019	True	Monthly Cal Net phone service	\$483.98
17638	UB*02408	Bigger, David & Krystal	3/28/2019	True	Refund Check	\$79.32
17639	BRE01	Breshears, W. H.	3/28/2019	True	Fuel & Oil	\$2,969.62
17640	CAR06	Carbon Copy Inc.	3/28/2019	True	Monthly Copier Usage	\$54.51
17641	C-S	C-S Mobile Smoke Test	3/28/2019	True	Smoke testing for Truck #7, #10, #17, Vac, Flush & Dump truck	\$375.00
17642	CWEA	CWEA	3/28/2019	True	Jacob Wemmer Maintenance 1 Cert	\$528.00
17643	UB*02407	Den Dulk, Marvin	3/28/2019	True	Refund Check	\$16.70
17644	DIS01	Dish Network	3/28/2019	True	Satellite TV for FD	\$45.68
17645	UB*02409	Donnelly, David & Kimberly	3/28/2019	True	Refund Check	\$103.11
17646	dow05	Down to Earth Const. & Nursery	3/28/2019	True	2 yards 1" Drain rock for Tank #4 driveway	\$90.09
17647	FOO01	Foothill-Sierra Pest Control	3/28/2019	True	Pest Control	\$247.00
17648	GEN01	General Plumbing Supply	3/28/2019	True	Replace broken tools	\$253.27
17649	gro08	Groveland Transfer Station	3/28/2019	True	Yard dump run	\$65.74
17650	HAC01	Hach	3/28/2019	True	4 ea. Monochlor Sample Cell	\$435.84
17651	Int03	IBS of Sacramento Valley	3/28/2019	True	1 ea. battery for Truck #8	\$132.86
17652	ind04	Industrial Electrical Co.	3/28/2019	True	Lift Station #5 pump inspection for repair	\$142.50
17653	JSW02	J.S. West Propane Gas	3/28/2019	True	Propane	\$490.40
17654	neu01	Neumiller & Beardslee	3/28/2019	True	Legal Services	\$1,521.00
17655	Nji01	Njirich & Son's, Inc.	3/28/2019	True	Progress billing for Sludge Drying bed	\$63,279.88
17656	UB*02410	PETAS, THERESA	3/28/2019	True	Refund Check	\$6.79
17657	pin06	Pine Mountain Employment Temp Agency	3/28/2019	True	Temporary Office clerk	\$1,029.63
17658	Pri04	PLIC-SBD Grand Island	3/28/2019	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,583.22
17659	PRD01	PR Diamond Products, Inc.	3/28/2019	True	1. ea. Trash pump for Water/Sewer breaks	\$1,372.87
17660	Pro09	Provost & Pritchard Consulting	3/28/2019	True	Level One Water Audit Validation for 2017 Water Loss Report 4	\$2,450.00
17661	rab01	Rabobank Visa Card	3/28/2019	True	Credit Card Purchases	\$1,501.76
17662	RTC01	RTC Construction Management, Inc.	3/28/2019	True	5% Retention for Payment #3	\$3,351.70
17663	Sta15	Staples Credit Plan	3/28/2019	True	Office supplies	\$550.22
17664	tho06	Thomas & Associates	3/28/2019	True	Irrigation motor, 75 hp for STP/Spray Fields	\$4,677.54
17665	Tuo14	Tuolumne County Recorder	3/28/2019	True	Copy of Recorded Deed	\$15.00
17666	UNI05	Univar Usa Inc.	3/28/2019	True	200 Bags of White Crystal Morton Salt	\$4,719.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17667	ups9	UPS	3/28/2019	True	Shipping to GetWireless	\$37.22
17668	Wells	Wells Fargo Bank, N.A.	3/28/2019	True	Monthly Lease on Admin Copier	\$394.29
17669	UB*02406	Williams, Bruce	3/28/2019	True	Refund Check	\$4.45
115702	OE3	Operating Engineers Local #3	3/27/2019	True	PR Batch 00002.03.2019 Oper Engin Union Dues	\$304.56
901969	DCSS	Dept of Child Support Services	3/27/2019	True	PR Batch 00002.03.2019 Wage Garnishment Child Support	\$235.95
901970	EDD01	EDD - Electronic	3/27/2019	True	PR Batch 00002.03.2019 State Unemp Ins	\$1,166.04
901971	FedEFTPS	Federal EFTPS	3/27/2019	True	PR Batch 00002.03.2019 FICA Employee Portion	\$8,011.36
901972	PER01	Pers - Electronic	3/27/2019	True	PR Batch 00002.03.2019 PERS Employer Expense	\$4,932.50
901973	TD 457	TD Ameritrade Trust Co.	3/27/2019	True	PR Batch 00002.03.2019 457 Deferred Compensation Fire	\$980.00
17581	am01	AM Consulting Engineers, Inc.	3/14/2019	True	Station Pad/Permit	\$7,340.00
17582	BLU01	Anthem Blue Cross	3/14/2019	True	Monthly Group Health Ins.	\$21,503.82
17583	APP01	Applied Industrial Technologies-CA, LLC	3/14/2019	True	3 ea. Rexnord drice couplings for roofstrainer	\$1,378.44
17584	BNY03	Bank of New York Mellon	3/14/2019	True	Trustee Fee for Feb 27 2019-Feb 26, 2020 for Water Bond	\$4,250.00
17585	Big02	Big State Industrial Supply, Inc.	3/14/2019	True	48 pr gloves	\$260.48
17586	BRE01	Breshears, W. H.	3/14/2019	True	Fuel & Oil	\$2,791.00
17587	CAR06	Carbon Copy Inc.	3/14/2019	True	Blue toner for Kyocera copier	\$170.01
17588	Con06	Conifer Communications	3/14/2019	True	Internet Service-Quarterly Mar10-Jun 9, 2019	\$764.25
17589	CUR01	Curtis & Sons	3/14/2019	True	Decontamination solvents/wipes and degreaser	\$314.47
17590	CWEA	CWEA	3/14/2019	True	Patrick Sommarstrom Collections renewal	\$87.00
17591	Datapro	Datapro Inc.	3/14/2019	True	Monthly UB Statement Processing	\$1,831.88
17592	FP Mail	FP Mailing Solutions	3/14/2019	True	Quarterly Postage Machine Rental 3/4-6/3/19	\$286.36
17593	GCS02	GCSO	3/14/2019	True	GCSO Water Bill	\$3,244.79
17594	GEN02	General Supply Co	3/14/2019	True	2 ea. 20 amp breakers for Tan #4 sump pump in vault CPA	\$308.60
17595	gilb01	Gilbert Associates, Inc.	3/14/2019	True	Services	\$3,100.00
17596	GRA04	Grainger	3/14/2019	True	1 ea,hose for Truck #17	\$1,060.25
17597	Gre05	GreatAmerica Financial Services	3/14/2019	True	Monthly Avaya Phone System Lease	\$186.36
17598	UB*02403	Grincewich, Philip	3/14/2019	True	Refund Check	\$133.53
17599	gro08	Groveland Transfer Station	3/14/2019	True	Dump run	\$26.05
17600	HAC01	Hach	3/14/2019	True	Chemicals for AWS Plant	\$3,733.79
17601	UB*02405	Harper, Mary and Harold	3/14/2019	True	Refund Check	\$255.24
17602	UB*02402	Hessler, Barbara	3/14/2019	True	Refund Check	\$113.88
17603	HF01	HF Scientific, Inc.	3/14/2019	True	4 ea. Standard Solution, 2 ea. Dessic for WTP	\$200.70
17604	Int03	IBS of Sacramento Valley	3/14/2019	True	8 ea. batteries for UPS -Power backups	\$214.41
17605	JSW02	J.S. West Propane Gas	3/14/2019	True	Propane	\$1,463.23
17606	Kam01	Kampa Community Solutions, LLC	3/14/2019	True	General Manager consulting duties	\$13,612.50
17607	KC Auto	KC Auto Parts	3/14/2019	True	February Auto Parts	\$63.29
17608	KC01	KC Courier, LLC	3/14/2019	True	Monthly Courier Service	\$372.38
17609	KKI01	KKI Corporation	3/14/2019	True	IT Services	\$1,046.25
17610	Kof02	Koff & Associates	3/14/2019	True	Classification/Comp Study	\$3,082.00
17611	UB*02404	Marengo, John & Carol	3/14/2019	True	Refund Check	\$101.96
17612	Min01	Miner's Mart	3/14/2019	True	Diesel fuel for standby generators	\$671.86
17613	MOO01	Moore Bros. Saverger Co., Inc.	3/14/2019	True	Garbage Service	\$478.98
17614	Moo06	Moore Ranch Trucking	3/14/2019	True	1 load of 1" rock for shop bins	\$537.36

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17615	MOT03	Mother Lode Answering Service	3/14/2019	True	Monthly Call Forward/Paging	\$183.00
17616	MOU03	Mountain Oasis Water Systems	3/14/2019	True	Bottled Water	\$108.50
17617	Oreil	O'Reilly Auto Parts	3/14/2019	True	Parts for Truck #15	\$219.68
17618	per04	Percoco, Ronald	3/14/2019	True	Janitorial/Park Services	\$1,706.00
17619	PGE01	PG&E	3/14/2019	True	Monthly Electric Charges	\$741.80
17620	pin06	Pine Mountain Employment Temp Agency	3/14/2019	True	Temporary Office clerk	\$1,001.49
17621	PIN03	Pine Mt. Lake Association	3/14/2019	True	Janice Kwiatkowski spotlight in PML paper	\$288.75
17622	pml01	PML Hardware & Supply Inc.	3/14/2019	True	Feb Hardware supplies	\$1,032.88
17623	SUE01	Ray Suess Insurance & Invst	3/14/2019	True	Retired Members Medical JJ RD EP PL CS WS	\$4,281.92
17624	SFPUC	San Francisco Public Utilities Commission	3/14/2019	True	Monthly Water Purchase	\$1,498.50
17625	Sco02	Scott's PPE Recon, Inc.	3/14/2019	True	Repair structural firefighting gear	\$124.50
17626	SIE03	Sierra Motors	3/14/2019	True	Repairs for Fire Engine #786	\$961.58
17627	son14	Sonora Lumber Co.	3/14/2019	True	3 ea. hunter green roof ridge caps for snack shack roof	\$186.10
17628	Tir02	TireHub, LLC	3/14/2019	True	6 ea. tires for Truck #17	\$1,157.98
17629	TUO01	Tuo. Co. Public Power Agency	3/14/2019	True	Public Power Purchase	\$10,150.80
17630	TWO1	Two Guys Pizza	3/14/2019	True	Meal for sewer form main leak at LS #10	\$81.59
17631	ULI01	ULINE, Attn AR	3/14/2019	True	Safety glasses and gloves for employees	\$364.01
17632	Ver03	Verizon Wireless 7706	3/14/2019	True	Monthly Auto Dialers	\$181.90
17633	UNI01	Western Communications, Inc.	3/14/2019	True	Proposed Ordinance Public Notice	\$310.95
115701	OE3	Operating Engineers Local #3	3/14/2019	True	PR Batch 00001.03.2019 Oper Engin Union Dues	\$304.56
901964	DCSS	Dept of Child Support Services	3/14/2019	True	PR Batch 00001.03.2019 Wage Garnishment Child Support	\$235.95
901965	EDD01	EDD - Electronic	3/14/2019	True	PR Batch 00001.03.2019 Employmt Training Tax	\$1,140.83
901966	FedEFTPS	Federal EFTPS	3/14/2019	True	PR Batch 00001.03.2019 Medicare Emple Portion	\$8,001.63
901967	PER01	Pers - Electronic	3/14/2019	True	PR Batch 00001.03.2019 PERS Employer Expense	\$4,638.46
901968	TD 457	TD Ameritrade Trust Co.	3/14/2019	True	PR Batch 00001.03.2019 457 Deferred Compensation	\$980.00
<u>Direct Deposit Payroll</u>						\$47,403.63
<u>TOTAL ACCOUNTS PAYABLE</u>						\$279,148.88

STAFF REPORT

AGENDA ITEM: Bid Acceptance – Fire Station Pad
MEETING DATE: April 12, 2019
PREPARED BY: Alfonso Manrique, District Engineer

RECOMMENDATION:

Staff recommends that the Groveland Community Services District (GCSD) Board of Directors accept the low bid from Smith Construction Company, Inc. for \$76,593.66 and authorize the General Manager to sign the Agreement on behalf of the District.

BACKGROUND:

The asphalt approach between Highway 120 and the GCSD Fire Station (18930 Main Street) is heavily weathered and suffers from severe alligator (fatigue) cracking. The approach was constructed in the late 1980s and according to Caltrans was likely only designed for a 20-year life. The proposed project will remove the existing asphalt approach, repair any structural deficiencies, and replace the approach with a 6-inch reinforced concrete pad. The asphalt surrounding the existing pad and the striping will also be replaced.

AM Consulting Engineers, Inc. prepared plans for the new fire station pad. The project was sent to the District's list of pre-approved contractors on Thursday, February 28, 2019. Plans were distributed to twelve general contractors and bids were received on March 26, 2019.

DISCUSSION:

A total of 4 bids were received at the GCSD office on March 26, 2019. The low bid was submitted by Smith Construction Company, Inc. in the amount of \$76,593.66. The bid results were as listed:

<u>Contractor</u>	<u>Total Bid</u>
Smith Construction Company, Inc.	\$76,593.66
Moyle Paving Inc.	\$83,029.50
Sierra Mountain Construction, Inc.	\$84,770.00
K.W. Emerson, Inc.	\$136,676.00

FISCAL IMPACT:

Construction costs for this project will be covered by the 2018/19 amended capital budget of \$69,840 which will certainly be far exceeded. Due to savings in other Fire capital projects, the total budget should not be exceeded.

ATTACHMENTS:

1. Notice of Award
2. Agreement

NOTICE OF AWARD

Date of Issuance: April 12, 2019

Project No.: GCSD-122

Owner: Groveland Community Services District

Engineer: AM Consulting Engineers, Inc.

Project: Fire Station Pad Project

Contractor: Smith Construction Company, Inc.

Contractor's Address: 2139 N. Briarwood Avenue, Fresno, CA 93705

The Owner has considered the Bid submitted by you for the above described Work dated March 26th, 2018. You are hereby notified that your Bid has been accepted for the unit and lump sum prices set forth in the Bid Schedule totaling \$76,593.66.

You are required by the Information for Bidders to execute the Agreement and furnish the required Contractor's Performance Bond and Payment Bond within ten (10) calendar days from the date on this Notice to you.

If you fail to execute said Agreement and to furnish said Bonds within ten days of the date you receive this Notice of Award, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The Owner will be entitled to such other rights as may be granted by law.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement

You are required to return an acknowledged copy of this Notice of Award to the Owner.

Dated this 12th day of April, 2019.

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged by

this the _____ day of _____ 2019

By: _____

Title: _____

Groveland Community Services District

Owner

By: _____

Peter Kampa

Title: _____

General Manager

AGREEMENT

This contract ("Contract") is effective as of _____, and is between the GROVELAND COMMUNITY SERVICES DISTRICT, a California community services district ("District"), and SMITH CONSTRUCTION COMPANY, INC., a corporation/partnership/limited liability company ("Contractor"), collectively referred to as the "Parties."

Section 1. Recitals. This Contract is entered into with respect to the following facts:

District noticed and received sealed bids for the work involved in Fire Station Pad Project ("Project"), which is more fully described in the Contract Documents.

The Board of Directors of District determined that Contractor was the lowest responsive bidder and awarded to Contractor the bid.

Contractor has represented it is qualified to perform all of the work required to complete the Project.

Contractor has agreed to perform all such work in the time and manner set forth in the Contract Documents.

The Board of Directors of District has determined that the public interest, convenience and necessity require the execution of this Contract and its implementation.

Section 2. Contract Documents. This Contract consists of the following documents ("Contract Documents"), all of which are made a part of this Contract:

- 2.1 Notice Inviting Bids
- 2.2 Instructions to Bidders
- 2.3 Bid Proposal, as accepted, including the Certificate of Bidders' Experience and Qualifications and the List of Subcontractors
- 2.4 Notice of Award
- 2.5 Notice to Proceed
- 2.6 This Contract
- 2.7 Verification of California Contractor's License
- 2.8 Contractor's Certificate Regarding Workers' Compensation
- 2.9 Security for payment (labor and materials)
- 2.10 Security for performance

- 2.11 Certificate(s) of Insurance
- 2.12 General Conditions/Specifications
- 2.13 Special Provisions
- 2.14 Plans and Standard Drawings
- 2.15 Prevailing Wage Scales
- 2.16 Caltrans Standard Specifications
- 2.17 Addenda Nos. 1
- 2.18 Other documents (list here)

Exhibit A – Compensation

Exhibit B – Insurance

Section 3. The Work.

- 3.1 The work (“Work”) to be performed by Contractor is described in the Contract Documents.
- 3.2 In completing the Work, Contractor must employ, at a minimum, the applicable generally accepted professional standards of its industry in existence at the time of performance as utilized by persons engaging in similar work.
- 3.3 Except as specifically provided in the Contract Documents, Contractor must furnish, at its sole expense, all of the labor, materials, tools, equipment, services and transportation necessary to perform all of the Work.
- 3.4 Contractor must perform all of the Work in strict accordance with the Contract Documents.

Section 4. Time to Perform the Work.

- 4.1 Time is of the essence with respect to Contractor’s Work. Contractor agrees to diligently pursue performance of the Work within the time specified by the Contract Documents.
- 4.2 Contractor will be excused from any delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of terrorism, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather or weather that demonstrably interferes with or impedes Contractor's performance of critical path operations.

- 4.3 If Contractor is delayed by any cause beyond Contractor's control, District will grant a reasonable time extension for the completion of the Work corresponding to the type and length of the delay. If delay occurs, Contractor must notify District in writing within 48 hours of the cause and the extent of the delay and how such delay interferes with Contractor's performance of the Work.

Section 5. Compensation and Payment.

- 5.1 Subject to any limitations provided in the Contract Documents, District agrees to pay Contractor as full consideration for the faithful performance of all of the Work the compensation set forth in Exhibit A ("Compensation"), which is made a part of this Contract.
- 5.2 Contractor must furnish District with a Pay Estimate for the Work performed in accordance with the Contract Documents. Contractor may not submit a Pay Estimate more often than once every 30 days.
- 5.3 District will review each Pay Estimate and determine whether the Work performed is in accordance with the Contract Documents. The District General Manager may require Contractor to provide a release of all undisputed Contract amounts contained in the Pay Estimate.
- 5.4 If District disputes any item on a Pay Estimate, District will give Contractor notice stating the reasons for the dispute. The Parties will meet and confer in good faith to attempt to resolve the dispute.
- 5.5 For contracts greater than Five Thousand dollars (\$5,000), the District will withhold as retention five percent (5%) of all billings and the Compensation until final completion and acceptance of the Project Work.
- 5.6 Contractor may substitute securities meeting the requirements of Public Contract Code section 22300 for any money withheld by the District to ensure the performance under this Contract.
- 5.7 Except as to any charges for the Work performed that District disputes and the District's standard five-percent retention of the approved progress payment, District will cause Contractor to be paid within 30 days of the date of the invoice or the date that Contractor furnishes District with a release of all undisputed Contract amounts, whichever occurs later, in accordance with Public Contract Code section 20104.50. Federally funded projects will not have a five-percent retention.
- 5.8 Contractor shall furnish District with labor and material releases from all subcontractors performing work on, or furnishing materials for, the Work governed by this Contractor prior to final payment by District.
- 5.9 In the event there is any claim specifically excluded by Contractor from the operation of any release, District may retain the maximum amount allowable under California law.

Section 6. Labor Code and Prevailing Wage Requirements.

CONTRACT

- 6.1 Contractor agrees to comply with the requirements of California Labor Code sections 1810 through 1815. Eight hours of labor constitutes a legal day's work per Labor Code section 1810. Contractor will forfeit the statutory penalty to District for each worker employed in the execution of this Contract by Contractor or any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Labor Code sections 1810 through 1815.
- 6.2 Copies of the determination of the Director of the Department of Industrial Relations of the prevailing rate of per diem wages for each craft, classification or type of worker needed to execute this Contract are available for download from the State website: <http://www.dir.ca.gov/OPRL/dprewagedetermination.htm>.
- 6.3 Contractor must post at the work site, or if there is no regular work site then at its principal office, for the duration of the Contract, a copy of the determination by the Director of the Department of Industrial Relations of the specified prevailing rate of per diem wages. (Labor Code § 1773.2.) When applicable, copies of the prevailing rate of per diem wages will be on file at District's Office and available to Contractor and any other interested party upon request.
- 6.4 No subcontractor who is ineligible to bid work on, or be awarded, a public works project under Labor Code sections 1771.1 or 1777.7 can bid on, be awarded or perform work as a subcontractor on the Project. The Contractor is prohibited from performing work on the Project with a subcontractor who is ineligible to perform work on a public works project under these sections of the Labor Code.
- 6.5 Contractor, and any subcontractor engaged by Contractor, may pay not less than the specified prevailing rate of per diem wages to all workers employed in the execution of the contract. (Labor Code § 1774.) Contractor is responsible for compliance with Labor Code section 1776 relative to the retention and inspection of payroll records.
- 6.6 Contractor must comply with all provisions of Labor Code section 1775. Under Section 1775, Contractor will forfeit the statutory penalty to District for each worker employed in the execution of the Contract by Contractor or any subcontractor for each calendar day, or portion thereof, in which the worker is paid less than the prevailing rates. Contractor may also be liable to pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate.
- 6.7 Nothing in this Contract prevents Contractor or any subcontractor from employing properly registered apprentices in the execution of the Contract. Contractor is responsible for compliance with Labor Code section 1777.5 for all apprenticeable occupations. This statute requires that contractors and subcontractors must submit contract award information to the applicable joint apprenticeship committee, must employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for every five hours of labor performed by a journeyman (unless an exception is granted under § 1777.5), must contribute to the fund or funds in each craft or trade or a like amount to the

CONTRACT

California Apprenticeship Council, and that contractors and subcontractors must not discriminate among otherwise qualified employees as apprentices solely on the ground of sex, race, religion, creed, national origin, ancestry or color. Only apprentices defined in Labor Code section 3077, who are in training under apprenticeship standards and who have written apprentice contracts, may be employed on public works in apprenticeable occupations.

- 6.8 Contractor has reviewed and agrees to comply with any applicable provisions for any public work subject to Department of Industrial Relations (DIR) Monitoring and Enforcement of prevailing wages, including the registration requirements of Labor Code Section 1771.1(a). District hereby notifies Contractor that Contractor is responsible for submitting certified payroll records directly to the State Compliance Monitoring Unit (CMU). For further information concerning compliance monitoring please visit the website location at: <http://www.dir.ca.gov/dlse/cmu/cmu.html>.
- 6.9 Contractor must comply with Labor Code section 1771.1(a), which provides that Contractor may award any contracts and subcontracts for work that qualifies as a "public work" only to subcontractors which are at that time registered and qualified to perform public work pursuant to Labor Code Section 1725.5. Contractor must obtain proof of such registration from all such subcontractors."

Section 7. Non-Discrimination.

Contractor, its officers, agents, employees, and subcontractors may not discriminate in the employment of persons to perform the Work in violation of any federal or state law prohibiting discrimination in employment, including based on the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, of any person, except as provided under California Government Code section 12940. Contractor is responsible for compliance with this section.

Section 8. General Legal Compliance.

- 8.1 In performing the Work, Contractor must comply with all applicable statutes, laws and regulations, including, but not limited to, OSHA requirements and the Municipal Code.
- 8.2 Contractor must, at Contractor's sole expense, obtain all necessary permits and licenses required for the Work, and give all necessary notices and pay all fees and taxes required by law, including, without limitation, any business license tax imposed by District.
- 8.3 Contractor must maintain a valid California Contractor's License that is required for the Work on this Project throughout the term of this Contract.
- 8.4 Subcontractors employed by Contractor on the execution of the Work covered in this Contract shall be only those given prior written permission from the District, and otherwise comply with Public Contract Code sections 4100 to 4113, as applicable.

Section 9. Clayton and Cartwright Act Assignments.

CONTRACT

In entering into this Contract or a contract with a subcontractor to supply goods, services, or materials pursuant to this Contract for the Project, Contractor and any subcontractor will be deemed to have offered and agreed to assign to District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700 of Part 2 of Division 7 of the California Business and Professions Code), arising from purchases of goods, services, or materials for the Project. This assignment will be deemed made and will become effective at the time District tenders final payment to Contractor, without further acknowledgement by the Parties.

Section 10. Independent Contractor. Contractor is and will at all times remain as to District a wholly independent contractor. Neither District nor any of its officers, employees, or agents will have control over the conduct of Contractor or any of Contractor's officers, employees, agents or subcontractors, except as expressly set forth in the Contract Documents. Contractor may not at any time or in any manner represent that it or any of its officers, employees, agents, or subcontractors are in any manner officers, employees, agents or subcontractors of District.

Section 11. Indemnification.

11.1 Contractor agrees to the fullest extent permitted by law to (1) immediately defend and (2) indemnify District from and against, any and all claims and liabilities, regardless of the nature or type, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, or its officers, employees, agents, or subcontractors committed in performing any Work under this Contract or the failure to comply with any of the obligations of this Contract (collectively, "Claims"). The Claims subject to Contractor's duties to defend and indemnify include, without limitation, all claims, actions, causes of action, proceedings, suits, losses, damages, penalties, fines, judgments, liens, levies, and associated investigation and administrative expenses. Such Claims also include defense costs, including reasonable attorneys' fees and disbursements, expert fees, court costs, and costs of alternative dispute resolution.

11.2 Contractor's duty to defend is a separate and distinct obligation from Contractor's duty to indemnify. Contractor is obligated to defend District in all legal, equitable, administrative, or special proceedings, with counsel approved by District, immediately upon tender to Contractor of the Claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Contractor are responsible for the Claim does not relieve Contractor from its separate and distinct obligation to defend under this section. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if Contractor asserts that liability is caused in whole or in part by the negligence or willful misconduct of any District indemnified party. If it is finally adjudicated that liability was caused by the comparative active negligence or willful misconduct of any District indemnified party, then Contractor may submit a claim to District for reimbursement of reasonable attorneys' fees and defense costs in proportion to the established comparative liability of the District indemnified party.

CONTRACT

- 11.3 Contractor agrees that its defense and indemnification obligation under this section, includes the reasonable costs of attorneys' fees incurred by the District's legal counsel to monitor and consult with Contractor regarding the defense of any Claims, including providing direction with regard to strategy, preparation of pleadings, settlement discussions, and attendance at court hearings, mediations, or other litigation related appearances. District will use its best efforts to avoid duplicative attorney work or appearances in order to keep defense costs to a reasonable minimum.
- 11.4 Contractor agrees that settlement of any Claim will require the consent of District. District agrees that its consent will not be unreasonably withheld provided that Contractor is financially able (based on demonstrated assets) to fulfill its obligation to indemnify District for the costs of any such settlement as required under this Contract.
- 11.5 Contractor's obligation to indemnify District applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of a District indemnified party. If a Claim is finally adjudicated and a determination made that liability was caused by the sole active negligence or sole willful misconduct of a District indemnified party, then Contractor's indemnification obligation will be reduced in proportion to the established comparative liability.
- 11.6 For the purposes of this section, "District" includes District's officers, officials, employees and agents.
- 11.7 The provisions of this section will survive the expiration or earlier termination of this Agreement.

Section 12. Insurance.

- 12.1 Contractor agrees to have and maintain in full force and effect during the term of this Contract the insurance coverages listed in Exhibit B ("Insurance"), which is made a part of this Contract.
- 12.2 Pursuant to Labor Code section 1861, by signing this Contract and initialing hereunder the Contractor certifies that:

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Contractor's Initials: _____

Section 13. Notice.

- 13.1 All written notices required or permitted to be given under this Contract will be deemed made when received by the other Party at its respective address as

CONTRACT

follows:

To District: Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321
Attention: General Manager

(Tel.) 209-962-7161

To Contractor: _____

Attention: _____
(Tel.) _____
(Fax) _____

- 13.2 Notice will be deemed effective on the date personally delivered or transmitted by facsimile or email. If the notice is mailed, notice will be deemed given three days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.
- 13.3 Any Party may change its notice information by giving notice to the other Party in compliance with this section.

Section 14. District Rights of Termination and to Complete the Work.

- 14.1 The occurrence of any of the following is a default by Contractor under this Contract:
 - 14.1.1 Contractor refuses or fails to prosecute the Work or any part thereof with such diligence as will insure its completion within the time specified or any permitted extension.
 - 14.1.2 Contractor fails to complete the Work on time.
 - 14.1.3 Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Contractor's insolvency.
 - 14.1.4 Contractor fails to supply enough properly skilled workers or proper materials to complete the Work in the time specified.
 - 14.1.5 Contractor fails to make prompt payment to any subcontractor or for material or labor.
 - 14.1.6 Contractor fails to abide by any applicable laws, ordinances or instructions of District in performing the Work.

- 14.1.7 Contractor breaches or fails to perform any obligation or duty under the Contract.
- 14.2 Upon the occurrence of a default by Contractor, District will serve a written notice of default on Contractor specifying the nature of the default and the steps needed to correct the default. Unless Contractor cures the default within 10 days after the service of such notice, or satisfactory arrangements acceptable to District for the correction or elimination of such default are made, as determined by District, District may thereafter terminate this Contract by serving written notice on Contractor. In such case, Contractor will not be entitled to receive any further payment, except for Work actually completed prior to such termination in accordance with the provisions of the Contract Documents.
- 14.3 In event of any such termination, District will also immediately serve written notice of the termination upon Contractor's surety. The surety will have the right to take over and perform pursuant to this Contract; provided, however, that if the surety does not give District written notice of its intention to take over and perform this Contract within five days after service of the notice of termination or does not commence performance within 10 days from the date of such notice, District may take over the Work and prosecute the same to completion by contract or by any other method it may deem advisable for the account and at the expense of Contractor. Contractor and the surety will be liable to District for any and all excess costs or other damages incurred by District in completing the Work.
- 14.4 If District takes over the Work as provided in this Section, District may, without liability for so doing, take possession of, and utilize in completing the Work, such materials, appliances, plant, and other property belonging to Contractor as may be on the site of the Work and necessary for the completion of the Work.
- 14.5 If District takes over the Work, District may also take possession of outstanding materials on order for the completion of the project, upon payment to the vendor. All excess costs incurred by District in obtaining such materials, will be the responsibility of the Contractor.

Section 15. Project Documents.

All data, drawings, maps, models, notes, photographs, reports, studies and other documents (collectively, "Project Documents") prepared, developed or discovered by Contractor in the course of performing any of the Work under this Contract will become the sole property of District. Upon the expiration or termination of this Contract, Contractor must turn over all original Project Documents to District in its possession, but may retain copies of any of the Project Documents it may desire.

Section 16. General Provisions.

- 16.1 Authority to Execute. Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Contract and to bind it to the performance of its obligations.
- 16.2 Assignment. Contractor may not assign this Contract without the prior written consent of District, which consent may be withheld in District's sole discretion

CONTRACT

since the experience and qualifications of Contractor were material considerations for this Contract.

- 16.3 Binding Effect. This Agreement is binding upon the heirs, executors, administrators, successors and permitted assigns of the Parties.
- 16.4 Integrated Contract. This Contract, including the Contract Documents, is the entire, complete, final and exclusive expression of the Parties with respect to the Work to be performed under this Contract and supersedes all other agreements or understandings, whether oral or written, between Contractor and District prior to the execution of this Contract.
- 16.5 Modification of Contract. No amendment to or modification of this Contract will be valid unless made in writing and approved by Contractor and by the Board of Directors of District or District Manager, as applicable. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 16.6 Counterparts, Facsimile or other Electronic Signatures. This Contract may be executed in several counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. Amendments to this Contract will be considered executed when the signature of a party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.
- 16.7 Waiver. Waiver by any Party of any term, condition, or covenant of this Contract will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Contract will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Contract. Acceptance by District of any Work performed by Contractor will not constitute a waiver of any of the provisions of this Contract.
- 16.8 Interpretation. This Contract will be interpreted, construed and governed according to the laws of the State of California. Each party has had the opportunity to review this Contract with legal counsel. The Contract will be construed simply, as a whole, and in accordance with its fair meaning. It will not be interpreted strictly for or against either party.
- 16.9 Severability. If any term, condition or covenant of this Contract is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Contract will not be affected and the Contract will be read and construed without the invalid, void or unenforceable provision.
- 16.10 Venue. In the event of litigation between the parties, venue in state trial courts will be in the County of Tuolumne. In the event of litigation in a U.S. District Court, venue will be in the United States Court for the Eastern District of California.

[Signatures on the following page.]

CONTRACT

The Parties have caused this Contract to be executed by their undersigned authorized agents as follows:

GROVELAND COMMUNITY SERVICES DISTRICT

Mr. Peter Kampa, General Manager

ATTEST:

Jennifer Flores, Board Secretary

APPROVED AS TO FORM: LEGAL COUNSEL

CONTRACTOR
(If not an individual, two signatures are required)

Name and Title

Name and Title

RESOLUTION 22-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH SMITH CONSTRUCTION COMPANY, INC. FOR FIRE STATION PAD PROJECT

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

WHEREAS, the asphalt approach between Highway 120 and the GCSO Fire Station is heavily weathered and suffers from severe cracking; and

WHEREAS, AM Consulting Engineers, Inc. prepared plans for the new fire station pad; and

WHEREAS, the project was sent to the District's list of pre-approved contractors on February 28, 2019; and

WHEREAS, plans were distributed to twelve general contractors and four bids were received on March 26, 2019 at the District Office; and

WHEREAS, Smith Construction Company, Inc. was the lowest responsible bidder; and

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve as follows:

1. The Board of Directors ratifies and approves the General Manager's award of the project contract to the lowest bidder, and to execute the construction contract with Smith Construction Company, Inc. in the amount of \$76,593.66.
2. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 10% increase in the original bid and contract amount.
3. The General Manager is authorized to negotiate deductive (cost) change orders that result in a comparable work product.
4. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
5. The General Manager is authorized to approve and process Contractor progress payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 4E: Adoption of a Resolution Adopting an Updated Multi-Jurisdictional Local Hazard Mitigation Plan

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve Resolution Adopting an Updated Multi-Jurisdictional Local Hazard Mitigation Plan

BACKGROUND

The Board discussed the updated Hazard Mitigation Plan over several meetings and was presented with the final draft at the December 11, 2017 meeting. At that meeting, General Manager Jon Sterling stated that the plan was formally being presented to the public for review and would be available to review at the District for others from the public not in attendance.

The updated Local Hazard Mitigation Plan was approved by the Board on January 8, 2018. Following the Board's approval, the Plan was submitted to the County and FEMA for approval. FEMA has determined that our Multi-Jurisdictional Hazard Mitigation Plan is Approved pending Adoption. FEMA/CAL OES are not accepting our previous resolutions, so we will need a new resolution for this plan to be approved. In front of the Board today is the updated resolution that will formally adopt the Hazard Mitigation Plan. The Board's adoption of plan will ensure the District remains eligible for federal assistance dollars.

ATTACHMENTS:

- Resolution Adopting an Updated Multi-Jurisdictional Local Hazard Mitigation Plan
- Hazard Mitigation Plan Annex B, GCSB hazard Mitigation Plan
- [2019 Local Hazard Mitigation Plan Update \(electronic only due to size\)](#)

FINANCIAL IMPACT:

None

RESOLUTION 19-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING AN UPDATED MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN

WHEREAS, the Groveland Community Services District's (District) recognizes that natural hazards threaten the well-being of people and property within the Groveland community and that the risk of such threats can be reduced by undertaking hazard mitigation planning and pre-disaster mitigation projects; and

WHEREAS, the Disaster Mitigation Act of 2000 (Disaster Act) was put in place to reduce the risks of natural hazards and the costs of post-disaster assistance by establishing a national program for pre-disaster mitigation, including a Hazard Mitigation Grant Program (HGMP) that helps fund pre-disaster mitigation projects; and

WHEREAS, the Disaster Act requires local governments to develop and submit local mitigation plans in order to qualify for the HGMP funds; and

WHEREAS, the other Districts in Tuolumne County participated in hazard mitigation planning and adopted local Hazard Mitigation Plans in 2012, which were included as attachments to the 2013 Tuolumne County (County) Multi-Jurisdiction Hazard Mitigation Plan (2013 Plan); and

WHEREAS, the District, in conjunction with County and other local agencies, have participated in a mitigation planning process to update the 2013 Plan; and

WHEREAS, the District adopted Resolution 5-18 Adopting the updated Local Hazard Mitigation Plan.

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

1. The District accepts the updated Tuolumne County Multi-Jurisdiction Hazard Mitigation Plan as an official plan and adopts the attached District Hazard Mitigation Plan to be attached as an annex to said County Plan.
2. The District shall forward this Resolution and District Hazard Mitigation Plan to the Governor's Office of Emergency Services and the Federal Emergency Management Agency to enable final approval of the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan.

Adopting an Updated Multi-Jurisdictional Local Hazard Mitigation Plan.

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

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____

**Tuolumne County
Multi-Jurisdictional
Hazard Mitigation Plan
2018**

**Annex B: Groveland
Community Services
District**



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

ANNEX B: GROVELAND COMMUNITY SERVICES DISTRICT

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Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

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Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

GROVELAND COMMUNITY SERVICES DISTRICT

I. JURISDICTION PROFILE

The Groveland Community Services District (GCSD) is a Special District formed by the State of California. Their mission is to provide environmentally sound, economic, and compliant services that meet their customer's needs for water and wastewater distribution, collection and treatment, fire protection, and park facilities in the Groveland, California area of Tuolumne County.

The GCSD service area covers 14.9 square miles in southern Tuolumne County. The District is generally bounded on the north by the Tuolumne River, on the south by Mariposa County, on the east by the Stanislaus National Forest, and on the west by the rural area known as Moccasin. GCSD is the owner and operator of the Groveland Water System, which receives and treats water from the City and County of San Francisco's Hetch Hetchy water system.

GCSD's Water System distributes the treated water to the populated areas of Big Oak Flat, Groveland, and Pine Mountain Lake. The GCSD water supply and distribution system includes three water treatment plants, five storage reservoirs, and approximately 70 miles of distribution piping. The District provides a treated water supply to approximately 3,230 customers. The District also owns and operates the wastewater collection and treatment system which provides sewer service to approximately 1,500 customers within the District's service area.

WATER



Water Treatment Plant

Water Storage Tank

The GCSD domestic water system consists of approximately 70 miles of water mains, 530 fire hydrants, 3 water supply booster pump stations 2 treatment facilities with clear well storage, an emergency water supply treatment plant, and 5 water tanks throughout 11 different pressure zones.



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

WASTEWATER



Wastewater Treatment Plant



Lift Station



Station Upgrade



Bio-Solid Containment



Reservoir 1



Reservoir 2

The GCSW wastewater collection and treatment system consists of 16 sewerage lift stations, 35 miles of gravity mains, 7 miles of force mains and a wastewater treatment plant, 2 storage reservoirs, and approximately 16 acres of spray fields.

FIRE PROTECTION



Fire Station 1



Apparatus



Rescue



Structure Fire



Wildland Fire



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

The Groveland Fire Department covers 14.9 square miles including Groveland, Pine Mountain Lake, and Big Oak Flat. In downtown Groveland, Station 1 houses 3 fire engines and a utility truck. Additionally, 1 small fire engine is also stored at the County-owned building at the Pine Mountain Lake Airport. The Groveland Fire Department is staffed through a cooperative agreement with the California Department of Forestry. The Department provides support and mutual aid to the Tuolumne County Fire Department, the Mariposa County Fire Department, the California Department of Forestry (CAL Fire), and the U.S. Forest Service. Groveland Fire responds to medical aid calls, vehicle accidents, vehicle fires, structure fires, smoke checks, vegetation fires, all other types of fires, and offers public assistance such as lift assists.

PARKS



Mary Laveroni Park



Skate Park



Park- Lower level



Park- Upper level

GCSD owns and operates Mary Laveroni Community Park, the Groveland Skate Park, the Groveland Basketball Court, and the Groveland Dog Park. Mary Laveroni Community Park is also home to the Tuolumne County owned Groveland Youth Center.





Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

II. PLANNING PROCESS

A. DMA 2000 Requirements

<p>DMA Requirements §201.6(b) and §201.6(c)(1):</p>	<p>An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:</p> <ul style="list-style-type: none"> (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval; (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information. <p>The plan shall document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.</p>
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B. Plan Development and Public Input Process/Countywide Elements

Volume 1 is the master planning document which contains all elements applicable to the County of Tuolumne and each of the 22 individual jurisdictions. Plan development commenced with a review and revision of the updated 2013 Hazard Mitigation Plan. Each of the participating jurisdictions participated fully in the mitigation plan update.

A news release was developed and issued and informative letters were sent out to community groups and neighboring jurisdictions inviting public participation. A Hazard Mitigation Planning Group was constructed with representatives from all involved jurisdictions and community stakeholders. Planning group meetings were held which explained the process that was going to be taken to construct the new plan, reviewed hazards of concern and hazard rankings, and explained the risks and vulnerability to the communities' people, buildings and infrastructure. Mitigation goals, objectives and actions were discussed and reviewed thoroughly with all planning group members until concurrence was reached. A capability assessment and action plan were developed to ensure mitigation actions were realistic and attainable and to assign funding sources and responsibility for each proposed activity.



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

After the MJHMP Planning Group Members, their respective jurisdictions, and Tuolumne County Office of Emergency Services were all satisfied with the newly updated draft plan and its mitigation goal, objectives and actions, a noticed public hearing occurred at the County Board of Supervisor Chambers. This meeting was widely advertised both locally and in neighboring counties to provide an opportunity for the general public, bordering communities and regional agencies involved in hazard mitigation activities to participate in the planning process. Notice of the public hearing was posted, two weeks in advance, on the County website, community bulletin boards and through a press release. Notification letters were sent to Office of Emergency Services managers in all neighboring Counties. Several weeks prior to the hearing, the newly constructed Plan was posted on the County website to enable the public and stakeholders ample time to read and evaluate it. A Power Point presentation was developed that provided a detailed explanation of the risks and vulnerabilities the community faced.

The mitigation goals, objectives and actions were explained in detail as were the resources that would be used to help mitigate these hazards. In addition, the general public had an opportunity to ask questions and comment on the proposed plan and each of the annexes as they moved through the approval process for Tuolumne County and each of the participating jurisdictions. All comments were reviewed with the stakeholder group and incorporated into the plan as appropriate.

C. Jurisdiction Specific Planning and Approval Process

The Groveland Community Service District's General Manager participated in the Hazard Mitigation Planning Group. He brought the Planning Group findings to the District Board of Directors who reviewed the findings with special attention being paid to the issue of wildland fire mitigations. The Director's input was incorporated into both draft and final documents, and reviewed by District staff. A staff report was prepared and made available to the general public for comment and was eventually forwarded to the Groveland Community Services Board of Directors. A public meeting was held within the jurisdiction; input was received from the general public and incorporated into the final approved agency specific plan.

Adoption by the District demonstrates the jurisdiction's commitment to fulfilling the hazard mitigation goals and actions outlined in the plan. Adoption legitimizes the plan and authorizes the District to execute its responsibilities.



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

III. RISK ASSESSMENT

A. DMA 2000 Requirements

DMA Requirement §201.6(c)(2)(i):

The risk assessment shall include a description of the type of all natural hazards that can affect the jurisdiction.

DMA Requirement §201.6(c)(2)(i):

The risk assessment shall include a description of the location and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.

DMA Requirement §201.6(c)(2)(iii):

For multi-jurisdictional plans, the risk assessment must assess each jurisdiction’s risks where they vary from the risks facing the entire planning area.

B. Jurisdiction Specific Risks

While a detailed hazard description and analysis can be found in the individual hazard profiles found in Volume 1 of this plan, as outlined below the District is susceptible to the following hazards.

Jurisdiction	Earthquake	Wildland Fire	Extreme Weather	Flood	Volcano	Haz Mat	Sinkholes
Groveland Community Services District	✓	✓	✓	✓	✓		

Hazard Specifics: The primary concern in Groveland is fire danger. The risk is extremely high as the GCSD is situated at an elevation where summer temperatures are often quite warm and the humidity can be rather low. Heavy fuels, timber and brush, are located throughout the community as well as surrounding non-residential areas. The Big Creek drainage is a primary concern as it runs through the Pine Mountain Lake community and has a significant buildup of fire fuels. A planning grant to replace the water system in the communities of Groveland and Big Oak Flat has been obtained with anticipated construction to begin in 2018.



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

Flooding does not naturally occur in this mountain community; consequently the community does not participate in the NFIP, however the County does. A small flood hazard is present only due to the possible failure of a small treated wastewater storage reservoir.

C. Jurisdiction Specific Hazard Event History

Volume 1 contains a detailed hazard history and profile for the entire planning area. The following events are specific to the Groveland Community Services District or have occurred in close proximity:

Earthquake History

Historically, earthquake activity in Tuolumne County is significantly below the California state average. In fact, it has one of the lowest earthquake risks in the State. As outlined below, a total of 5 historical earthquake events with recorded magnitudes of 3.5 or greater occurred in or near (50 Miles) Tuolumne County this past century.

Date	Description	Distance from Sonora	Impacts
March 26, 1872	7.6 – 8.0 Magnitude	Epicenter Unknown	Unknown
June 25, 1933	6.1 Magnitude	49.6 Miles	Unknown
June 10, 1965	3.5 Magnitude	42.6 Miles	None
August 10, 1975	4.0 Magnitude	44.3 Miles	None
August 9, 1983	4.0 Magnitude	40.8 Miles	None

Wildfire History

Numerous small fires occur on an annual basis in and around the District. The weather, topography and fuels in the area make fire a constant threat for typically 6 months a year. While a detailed fire history for the entire county can be found in Volume 1 of this plan the following is a sample of fires that have occurred in this general vicinity and share similar fuel types, weather, and topography.

Date	Description	Impacts
August 1987	Stanislaus Complex	6 major fires burn 145,950 acres, 28 structures, and 1 life was lost.
September 2004	Tuolumne Fire	750 acres burned and 1 firefighter fatality.
August 2013	Rim Fire	257,314 acres burned, 11 residences destroyed, 98 out buildings destroyed, 10 injuries.
July 2015	Big Creek Fire	204 acres burned



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

July 2017	Detwiler Fire	81,826 acres burned, 63 residence destroyed, 67 minor structures destroyed and 1 commercial building destroyed. 13 residences damaged, 8 minor structures damaged.
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Extreme Weather History

Date	Description	Impacts
January - February 1969	Low elevation, heavy snow fall	Tree damage and transportation issues.
November 2010	Freeze	Significant damage to apple and olive crops
March 2011	Winter storm	Minor flooding and significant damage to structures caused by tree falls due to high winds and saturated soil. Damage to GCSD Reservoir #2 outlet flume also occurred.
December 2016	Winter storm	Minor flooding and significant damage to structures caused by tree falls due to high winds and saturated soil. Damage to GCSD Reservoir #2 outlet flume also occurred.

Volcanic History

There is no history of volcanic activity in recorded history. The proximity to volcanic active areas does present a remote threat of ash fall and the associated respiratory illnesses.

D. Jurisdiction Specific Hazard Ranking

Given the past history, the current conditions, and the overall life and property threat to the Groveland Community Services District the Planning Committee has deemed the probability and severity of each hazard as follows:

Groveland Community Services District	Earthquake	Wildland Fire	Extreme Weather	Volcano	Flood (As a result of dam failure)
Probability	L	H	M	L	L
Severity	H	H	L	L	L

L = Low, M= Medium, H = High



IV. VULNERABILITY ASSESSMENT

A. Overview

The vulnerability assessment is a summary of the hazard’s impact to the community’s vulnerable structures. Community assets and development trends will be identified and assessed with respect to the developed hazard profiles to ascertain the potential amount of damage that could ensue from each identified hazard. This section will include: 1) A description of the critical buildings and infrastructure within the study areas including future building and land use decisions. 2) A general description of the extent of each hazard’s impacts to these vulnerable structures, 3) An estimate of the potential dollar losses to vulnerable structures.

B. DMA 2000 Requirements

DMA Requirement §201.6(c)(2)(ii):	The risk assessment shall include a description of the jurisdiction’s vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community.
DMA Requirement §201.6(c)(2)(ii)(A):	The plan should describe vulnerability in terms of the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas.
DMA Requirement the §201.6(c)(2)(ii)(B):	[The plan should describe vulnerability in terms of an] estimate of potential dollar losses to vulnerable structures identified in paragraph (c)(2)(i)(A) of this section and a description of the methodology used to prepare the estimate.
DMA Requirement §201.6(c)(2)(ii)(C):	[The plan should describe vulnerability in terms of] providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land decisions.
DMA Requirement §201.6(c)(2)(iii):	For multi-jurisdictional plans, the risk assessment must assess each jurisdiction’s risks where they vary from the risks facing the entire planning area.



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

C. Jurisdictional Assets at Risk to Applicable Hazards

Critical Facilities and Infrastructure	Address/Location (Deleted in public document due to security issues)	Value	Wildfire	Flood	Earthquake	Landslides/Sinkholes	Volcano	Extreme Weather	Hazardous Materials
Administration Building		\$309,750	X		X		X	X	
Maintenance Building		\$50,000	X		X		X	X	
Salt Storage Facility		\$ 25,000	X		X		X	X	
Electrical Building		\$39,650	X		X		X	X	
Shop and Storage Facility		\$47,250	X		X		X	X	
Operations and Lab Building		\$347,192	X	X	X		X	X	
Storage Building/Pole		\$14,700	X		X		X	X	
Second Garotte Water Treatment Facility		\$7,350,000	X		X		X	X	
Pump House		\$231,5000	X		X		X	X	
Pump House		\$32,500	X		X		X	X	
Diesel Generator Building		\$95,000	X		X		X	X	
Alternate Water Supply Treatment Unit		\$3,181,314	X		X		X	X	
Fire Station		\$497,928	X		X		X	X	
Fire Station		\$39,650	X		X		X	X	
Big Creek Water Treatment Facility		\$5,210,000	X		X		X	X	
Waste Water Treatment Plant		\$2,721,659	X	X	X		X	X	
Lift Station # 1		\$230,000	X	X	X		X	X	
Lift Station # 2		\$230,000	X	X	X		X	X	
Lift Station # 3		\$230,000	X	X	X		X	X	
Lift Station # 4		\$30,000	X	X	X		X	X	
Lift Station # 5		\$456,673	X	X	X		X	X	
Lift Station # 6		\$438,742	X	X	X		X	X	
Lift Station # 7		\$451,800	X	X	X		X	X	
Lift Station # 8		\$487,228	X	X	X		X	X	
Lift Station # 9		\$231,410	X		X		X	X	
Lift Station # 10		\$259,882	X		X		X	X	
Lift Station # 11		\$230,000							
Lift Station # 12		\$223,479	X		X		X	X	



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Lift Station # 13		\$222,429	x	x	x		x	x
Lift Station # 14		\$200,000	x	x	x		x	x
Lift Station # 15		\$202,000	x	x	x		x	x
Lift Station # 16		\$475,000	x		x		x	x

D. Methodology Used

To determine the number of critical structures and infrastructure at risk, a combination of field surveys, aerial photos, GIS maps, and Google Earth software were used. The methodology used in preparing the Vulnerability Estimate consisted of determining the value of critical buildings and facilities from insurance property schedules. Critical infrastructure values were established by using actual replacement costs which were determined by recent comparable replacement projects.

E. Loss Estimations

Dollar losses to buildings and infrastructure vary depending upon the natural hazard occurring and the severity of the hazard. In general, earthquakes can extensively damage a wide area therefore critical structure and infrastructure losses should be estimated at a 100% value. Destruction from flooding takes place in specific areas and the damage is historically less severe than that of an earthquake. Thus, the estimated loss as a result of flooding should be calculated at the 50% level. Damage resulting from wildfires should be calculated at 25% of structural value for those structures located within 300 feet of the wildfire areas. Extreme weather could impact any portion of the jurisdiction. Historical data indicates that these events are extremely localized and a 10% loss should be anticipated.

F. Development Trend Analysis

While the population of Tuolumne County is not expected to grow significantly in the next five years, there are Land Use policies and elements within the County General Plan to help assure orderly development when it does occur. No significant development changes have occurred since the initial Plan was developed.

In addition, the Local Agency Formation Commission (LAFCO) of Tuolumne County is tasked with the mission to provide an orderly pattern of growth that reconciles the varied needs of the County. One of the fundamental principles of LAFCO is to ensure the establishment of an appropriate and logical municipal government structure for the distribution of efficient and appropriate public services. LAFCO Land Use Objectives include:



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- The discouragement of urban sprawl
- Preservation of the physical and economic integrity of agricultural lands
- Preservation of open space within urban development patterns
- Orderly formation and development of agencies by shaping local agency boundaries
- The minimization of agencies providing services to a given area
- Utilization of Spheres of Influence to guide future development of agency boundaries.

V. CAPABILITY ASSESSMENT

The following resources are available to the jurisdiction in order to mitigate the effects of the identified hazards:

A. Legal and Regulatory

GCSD is a Special District under California Government Code Section 61,000 (Community Services Districts), charged with Water Treatment and Distribution, Wastewater Collection, Treatment and Disposal, Fire Protection, Parks and Recreation. Services include: providing sufficient water in the District for any present or future beneficial use, acquiring, appropriating, controlling, conserving, storing, and supplying water; using any land or water under District control for recreational purposes; acquiring, constructing, and operating sewer collection, fire protection, and sanitation facilities within the District's boundaries. The District relies on the County for legal authority in Land Use and Planning matters.

One of the District's policies is to improve existing domestic water systems and sewer systems, as needed to meet established state and federal water quality and reliability standards, as well as applicable wastewater standards. Keeping these systems current with regulations helps minimize the potential impacts from natural disasters.

B. Administrative and Technical

Groveland Community Services District has the staff and organizational capability to implement the mitigation strategies proposed, but not the fiscal resources. The District maintains a tiered organizational approach that provides communication from the Board of Directors through the General Manager to the Department Heads.

The 5-member elected Board of Directors governs and sets policy for the District. To facilitate matters, most routine business coming before the District's Board may first be considered by one of its committees or subcommittees. Committees then make recommendations to the full Board, which makes the necessary decisions. Under emergency situations, the Board may convene meetings and make decisions quickly.



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The General Manager, who reports directly to the Board of Directors, manages day-to-day operations of the Operations & Maintenance, Finance & Administration, Engineering Department and Fire Department. Lateral communication among department heads is encouraged and facilitated with routine meetings.

The District currently has 17 employees, separated into four sections, supervised by the Operations and Maintenance Manager, Office Manager, General Manager, and on-duty Cal Fire Battalion Chief. Lateral communication is encouraged and facilitated with weekly meetings at the section level within each of the departments and, as well as periodic meetings between the General Manager and the department heads. District personnel are licensed, certified and trained, as appropriate for each job description, which provides sufficient services to respond to a variety of hazard mitigation strategies.

C. Financial

The District maintains a sound financial condition based on user fees, property tax revenue, and a reduction of 6 District staff over the last 5 years, which are adequate to provide:

- The level of service as outlined under its mission statement
- Active protection and development of the water and wastewater resources within the District's jurisdiction
- Fire protection and rescue within the District's jurisdiction and according to mutual aid agreements
- A stable basis for the acquisition of available state and federal loans and grants

The District's fiscal program provides for a very limited amount of funding for infrastructure improvements. Those improvements could lessen the impacts caused by natural disasters. Additional sources of revenue are needed to implement any large-scale mitigation strategies.

D. Physical Assets

The Physical assets available to the District are described in the Jurisdiction Profile.

E. Political Will of Community

The District Board of Directors recognizes the need for promoting and implementing hazard mitigation strategies. The reduction in potential effects from a natural disaster will prove to be a tangible result of such planning. Efforts to secure funding for large-scale hazard mitigation projects are supported by the Board of Directors.

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VI. MITIGATION STRATEGY

A. DMA 2000 Requirements

DMA Requirement §201.6(c)(3)(i):	The hazard mitigation strategy shall include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
DMA Requirement §201.6(c)(3)(ii):	The mitigation strategy shall include a section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

B. 2013 Mitigation Action Progress Report

2013 Jurisdiction Specific Mitigation Actions	Progress Made
Improve water distribution system according to the District's Capital Improvement Plan.	While minor improvements have been made the District will continue to seek grant funding for the District Capital Improvement Plan. A planning grant for the replacement of the water lines in Downtown Groveland and Big Oak Flat has been secured
Enhance capability to conduct hazard risk assessments, demonstrate funding needs, and track mitigation activities throughout the county.	Partial Completion. District has worked with County of Tuolumne in development of new Hazard Mitigation Plan and will continue to track progress of mitigation activities.
Create and adopt an emergency response plan to protect public health and safety.	Completed by County of Tuolumne – Winter of 2012 Updated by the District in 2015
Develop a continuity of operations plan for the District and mutual aid partners.	Not Completed due to lack of resources and staffing.
Develop the urban/wildland interface area to further reduce the risk from wildfires.	Partial Completion. Ongoing - Carry Forward. Pine Mountain Lake Assn. has implemented a mandatory fuel reduction program
Establish a cooperative mutual aid and emergency response plan with utility companies and fire agencies.	GCSD/Groveland Fire Dept has mutual aid agreements with Mariposa and Tuolumne counties. Not Completed with utility companies due to lack of resources and staffing.



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Develop and implement a fire fuel reduction programs with public agencies, private companies, and homeowners associations with in the District.	Partial Completion. Ongoing – Carry Forward and support Cal Fire and the FireSafe Council and SWIFT.. Pine Mountain Lake Association has implemented a mandatory fuel reduction program.
Maximize the use of available hazard mitigation grant programs to protect the District’s most vulnerable populations and structures.	Ongoing – Carry Forward A fuel reduction and hazardous tree removal was completed at the districts administration site in spring of 2016
Ensure that all vital/critical facilities are protected from the effects of natural hazards to the maximum extent possible.	Ongoing – Carry Forward
Secure funding from USDA Rural Development Agency, Office of Homeland Security, and other state and federal agencies for infrastructure and	In Progress. Application for a planning grant was completed for the replacement of the water lines in Downtown Groveland and Big Oak Flat district awarded \$355,000, construction anticipated in



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C. Goals, Objectives and Mitigation Actions 2018

Goal 1 **Promote understanding and support for hazard mitigation by key stakeholders and the public within Tuolumne County.**

Applies to: All jurisdictions

Objective 1 Educate key stakeholders and the public to increase awareness of hazards and opportunities for mitigating hazards.

Mitigation Action 1A: Through newsletters, advertisements, speaking engagements and other public contacts, educate the general public and key stakeholders on the issues, responsibilities, and current efforts and successes in the area of disaster preparedness as they impact each agency.

Mitigation Action 1B: Conduct periodic workshops and promotion of the Emergency Notification Systems available to the public to ensure familiarity of the public to warning applications.

Goal 2 **Ensure that future development is protected from natural disasters.**

Applies to: Tuolumne County, City of Sonora, Tuolumne Band of Me-Wuk Indians, and the Tuolumne Utilities District.

Objective 2 Limit new development in hazardous areas, and as permissible, build to standards that will prevent or reduce damage.

Mitigation Action 2A: Educate the County and City planning staffs, administrative staffs and elected officials on the importance of keeping current on trends and developments in disaster preparedness.

Mitigation Action 2B: Encourage planning staffs to attend seminars and lectures on naturally occurring hazards so that they may better assist the appropriate governing bodies as they process future developments.





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Mitigation Action 2C: In order to better protect life and property, continue to develop a more accurate and comprehensive series of countywide GIS geology, fire, and flood maps and data sets.

Goal 3 **Build and support local capacity and commitment to minimize the jurisdictions within Tuolumne County’s vulnerability to potential hazards.**

Applies to: All jurisdictions

Objective 3.1 Improve existing capabilities to manage emergency situations.

Objective 3.2 Enhance the safety of residents, students and staff within the community and jurisdictions.

Objective 3.3: Enhance the communications between agencies to support emergency response

Mitigation Action 3.1A: In order to ensure that employees are available to assist during a major emergency, develop and adopt a Family Support Plan for all jurisdictions and County agencies.

Mitigation Action 3.1B: Review and when necessary, update the jurisdiction’s Emergency Operations Plans and supporting documents

Mitigation Action 3.1C: Assist with Public Health Emergency Preparedness to plan and prepare for medical and healthcare impacts which would result from all hazards within the County

Mitigation Action 3.2A: Review the initial planning requirements and research the development of standard operating procedures which would minimize helicopter operations over Sonora Elementary School as they utilize the helistop at Sonora Regional Medical Center

Mitigation Action 3.2B: Support the efforts of the Tuolumne Utilities District to better protect public health by initiating a Watershed Sanitary Survey

Mitigation Action 3.2C: Work with Fire Safe Councils and the County to identify opportunities for additional evacuation routes within single-access areas

Mitigation Action 3.2D: TUD will study and seek funding to increase the raw water storage or establish a secure conveyance from Lyons Reservoir to ensure service for both domestic consumption and urban fire protection



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Mitigation Action 3.2E: Make improvements to wastewater systems by replacing or relining collection pipes so as to reduce sewer overflows and limit inflow and infiltration subsequently reducing the public health threat.

Mitigation Action 3.2F: Develop a program that would, in emergency situations, enable water districts and water companies to share water resources through interconnections

Mitigation Action 3.2G: Develop a program to secure water rights for Tuolumne County

Mitigation Action 3.2H: Promote a county-wide sewer connection to reduce septic failure impacts and improve water quality.

Mitigation Action 3.2I: Promote land use recommendations that new developments occur adjacent to public water and wastewater facilities.

Mitigation Action 3.3: Build and maintain communications between County agencies, Special Districts, and the Tuolumne Band of Me-Wuk Indians to assist in the response to emergencies

Goal 4 **Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to flooding.**

Applies to: Tuolumne County, City of Sonora, Curtis Creek School District, Belleview School District

Objective 4 Enhance the ability of community assets, particularly critical facilities, located in the 100-year floodplain to handle existing and projected flood levels

Mitigation Action 4A Work to improve localized flood prone areas through a combination of vegetation management and storm drain improvements. (i.e. Sonora, Curtis, Sullivan, and Woods Creeks)

Mitigation Action 4B: Maintain compliance with the National Flood Insurance Program (NFIP) requirements.

Mitigation Action 4C: Through the Development Process Review team, restrict construction of essential service facilities in the 100-year flood plain.

Mitigation Action 4D: In order to better protect life and property, record a notice on properties located in flood zones utilizing FIRM maps and notify property owners of said action.





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- Mitigation Action 4E: Continue to work cooperatively with the state and federal flood related agencies for funding improvements through grant and agency programs.
- Mitigation Action 4F: Seek funding sources for and initiate watershed improvement projects for the County.
- Mitigation Action 4G: Study ways to improve drainage to prevent erosion on the steep slopes of the Curtis Creek campus and seek funding sources for mitigation.
- Mitigation Action 4H: Study ways to improve drainage to prevent erosion on the steep slopes of the Belleview School campus and seek funding sources for mitigation.
- Mitigation Action 4I: Work with Belleview School to identify and evaluate opportunities to create additional evacuation routes within the single-access areas in the district.

Goal 5 **Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to wildland fires.**

Applies to: All Jurisdictions

- Objective 5.1 Continue the comprehensive approach to reducing the level of damage and losses due to wildland fires through vegetation management, code enforcement, GIS mapping, and planning process.
- Objective 5.2 Enhance collaboration amongst all fire agencies and stakeholders.
- Mitigation Action 5.1A: In order to assist fire prevention efforts and to better manage large fires when they occur, continue to improve GIS mapping and tracking efforts by gathering and maintaining relevant GIS data layers and imagery and utilizing the best available mapping applications and software.
- Mitigation Action 5.1B: Continue to work with the Hwy 108 Fire Safe Council, Yosemite Foothills FireSafe Council, and SWIFT to initiate fuel thinning and chipping projects in high priority areas. Collaborate with property owners and regulatory agencies in order to utilize prescribed fire on private and state owned lands in the county.



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- Mitigation Action 5.1C: Fire Safe Council, Yosemite Foothills Fire Safe Council, and SWIFT to update as needed the Community Wildfire Protection Plans for the County so that they will continue to:
- - Assess the fire hazard in the County
 - - Prioritize treatment areas
 - - Enhance collaboration amongst all fire agencies and stakeholders
 - - Streamline environmental review processes
- Mitigation Action 5.1D: Improve water supply and storage for firefighting use at the Curtis Creek Campus.
- Mitigation Action 5.1E: Develop a wildfire evacuation plan which includes sheltering in place at Curtis Creek School.
- Mitigation Action 5.1F: Work with the Tuolumne Utilities District to improve fire flow, system reliability and redundancy, and increased water supply in their responsibility areas.
- Mitigation Action 5.1G: Protect water conveyance system by reducing fuels adjacent to wooden flumes.
- Mitigation Action 5.1H: Develop a County Fire Agency GIS layer showing fire water draft locations.
- Mitigation Action 5.1I: Work with the Lake Don Pedro Community Services District to improve system reliability and redundancy, and increased water supply in their responsibility areas.
- Mitigation Action 5.1J: Work with the Lake Don Pedro Community Services District and PG&E to improve the reliability of the electrical grid in Don Pedro and provide for emergency backup power supply to be used during power outages at critical water system facilities.
- Mitigation Action 5.2A: Encourage participation of all Fire Agencies in the monthly Fire Chief Association meetings and support, when possible, efforts by the Association to improve fire protection and preventions efforts in the County.
- Mitigation Action 5.2B: Encourage participation in cooperative automatic and mutual aid agreements between Districts, the County and the City of Sonora.

Goal 6 **Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to geological events (earthquakes, volcanoes, landslides, and sinkholes)**



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Applies to: All jurisdictions

Objective 6 Continue public education efforts so as to better prepare the citizens of Tuolumne County from the effects of a significant geological event

Mitigation Action 6A: Working with Cal OES, increase participation in earthquake preparedness activities such as the annual Great California Shake-Out drill

Mitigation Action 6B: Continue to support the work of utility districts in replacing sewer and water lines and portions of the flume that are the most vulnerable to an earthquake or landslide

Goal 7 Limit risk to, and impacts from hazardous materials spills, intentional discharges, illegal disposals, transportation accidents, or system failures

Applies to: All Jurisdictions

Objective 7.1 Continue efforts to manage the use, sale, distribution and disposal of hazardous materials in Tuolumne County

Objective 7.2 Improve emergency response efforts in the control and clean-up of accidental spills and releases

Mitigation Action 7.1A: Educate community members on the dangers associated with household hazardous materials including proper storage techniques

Mitigation Action 7.1B: Continue efforts to educate applicable employees on the handling, use, storage and disposal of hazardous materials utilized in the workplace

Mitigation Action 7.2A: In coordination with the Environmental Health Director, develop procedures to enhance the response to Hazardous Material Incidents

Goal 8 Minimize the level of damage and losses to people, existing and future infrastructure, and critical facilities due to extreme weather

Applies to: All Jurisdictions

Objective 8.1 Continue the comprehensive approach to reducing the level of damage and losses due to extreme weather and drought through GIS mapping, planning process, and the removal of dead and dying trees.



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- Mitigation Action 8.1A: Analyze and remove hazards that threaten public safety due to the cascading effects of drought such as dry wells and tree mortality
- Mitigation Action 8.1B: Encourage water agencies to conduct water supply evaluations for each public water system to determine the effect of drought on community water supply
- Mitigation Action 8.1C: Work with the Lake Don Pedro Community Services District to improve the availability and reliability of Lake McClure pumping capacities at lower water surface elevations
- Mitigation Action 8.1D: Work with the Lake Don Pedro Community Services District to increase groundwater supply and/or identify other alternate water sources to be used when drought and related reservoir operational requirements diminish the water supply available from Lake McClure



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D. How Mitigation Goals Address Existing and New Buildings and Infrastructure

The following tables demonstrate how the proposed mitigation goals take into account both existing and new buildings and infrastructure.

MITIGATION GOALS	EXISTING BUILDINGS AND INFRASTRUCTURE						
	Electrical and Power Infrastructure	Dams and Water Management	Communication Facilities	Critical Roads and Bridges	Essential Service Facilities (Fire, Law, Hospitals)	Agricultural Infrastructure	Public Structures
Goal 1-General Mitigation: Promote understanding and support for hazard mitigation by key stakeholders and the public within the County of Tuolumne.	X	X	X	X	X	X	X
Goal 2-General Mitigation: Ensure that future development is protected from natural disasters.	X	X	X	X	X	X	X
Goal 3-General Mitigation: Build and support local capacity and commitment to minimize the County of Tuolumne's vulnerability to potential hazards.		X		X	X	X	X
Goal 4-Flood: Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to flooding.	X	X	X	X	X	X	X

<p>Goal 5-Wildfire: Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to wildfire.</p>	X	X	X	X	X	X	X
<p>Goal 6-Earthquake: Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to earthquake, landslide and sinkholes.</p>	X	X	X	X	X	X	X
<p>Goal 7- Hazardous Materials: Limit risk to, and impacts from hazardous materials spills, intentional discharges, illegal disposals, transportation accidents, or system failures</p>		X			X	X	X
<p>Goal 8- Extreme Weather: Minimize the level of damage and losses to people, existing and future critical facilities, and infrastructure due to extreme weather.</p>	X	X		X	X		X



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MITIGATION GOALS	NEW PROJECTS/BUILDINGS AND INFRASTRUCTURE					
	Residential Subdivisions	Various mixed use projects (residential and commercial)	Ag Clusters (residential, open space, and Ag uses)	Commercial and Industrial Projects	Essential Service Facilities	Public Structures
Goal 1-General Mitigation: Promote understanding and support for hazard mitigation by key stakeholders and the public within the County of Tuolumne.	X	X	X	X	X	X
Goal 2-General Mitigation: Ensure that future development is protected from natural disasters.	X	X	X	X	X	X
Goal 3-General Mitigation: Build and support local capacity and commitment to minimize the County of Tuolumne's vulnerability to potential hazards.	X	X	X	X	X	X
Goal 4-Flood: Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to flooding.	X	X	X	X	X	X

<p>Goal 5-Wildfire: Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to wildfire.</p>	X	X	X	X	X	X
<p>Goal 6-Earthquake: Minimize the level of damage and losses to people, existing and future critical facilities and infrastructure due to earthquake, landslide and sinkholes.</p>	X	X	X	X	X	X
<p>Goal 7- Hazardous Materials: Limit risk to, and impacts from hazardous materials spills, intentional discharges, illegal disposals, transportation accidents, or system failures</p>	X	X	X	X	X	X
<p>Goal 8- Extreme Weather: Minimize the level of damage and losses to people, existing and future critical facilities, and infrastructure due to extreme weather.</p>	X	X			X	X



VII. MITIGATION ACTION IMPLEMENTATION

A. DMA 2000 Requirements:

DMA Requirement §201.6(c)(4)(i):	The plan maintenance process shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
DMA Requirement §201.6(c)(4)(ii):	The plan shall include a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.
DMA Requirement §201.6(c)(3)(iii):	The mitigation strategy section shall include an action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.
DMA Requirement §201.6(c)(3)(iv):	For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.

B. Prioritization of Mitigation Actions

The Mitigation actions were prioritized using a system which is outlined below. This system factored in the following components: 1) Probability of Occurrence 2) Effectiveness of Mitigation Actions, 3) Practicality of mitigation action for the jurisdiction based on the STAPLE+E criteria of Social, Technical, Administrative, Political, Legal, Economic and Environmental components. This gave rise to the development of an overall relative risk value that resulted in ratings of HIGH, MEDIUM and LOW for each of the mitigation actions. The resultant prioritization was presented to key stakeholders and lengthy discussions were held to ensure that the results were indeed applicable to the priorities and capabilities of the jurisdictions' served.

Sample Mitigation Action Prioritization Worksheet

Mitigation Action	Probability of Associated Threat Occurrence Low=1 Med.=2 High=3	Effectiveness of Mitigation Action Minimal=1 Moderate=2 High=3	Practicality (based on STAPLE+E criteria) Low=1 Medium=2 High=3	Relative Risk (Product of Risk Components)
1.A	3	2	3	18

In assessing and evaluating each strategy, the following factors were considered:

- The benefit justified the cost
- The availability of financial resources
- The availability of staff resources
- Impact on County department functions
- Strategies reflect the goals and objectives

C. Action Plan

Once the MJHMP has received formal adoption by the Board of Supervisors and the various governing bodies the following action plan, agreed upon by Hazard Mitigation Planning Group, will be used to ensure the Plan is implemented and remains an active and relevant document. Actual implementation may be dependent upon funding availability.



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ACTION PLAN FOR TUOLUMNE COUNTY MULTI-JURISDICTIONAL PLAN

MITIGATION ACTION		IMPLEMENTATION STRATEGY			
ID	DESCRIPTION	RESPONSIBLE DEPARTMENT	FUNDING SOURCES	TIME TO COMPLETE	PRIORITY
1.A	Educate Public and Stakeholders	OES – lead All support	General Funds	Ongoing	Medium
1.B	Promote Everbridge	OES- lead All Support	None Required	Ongoing	Low
2.A	Educate Staff	OES – lead All support	None Required	Ongoing	Medium
2.B	Continuing Education	OES –lead All support	General Funds	Ongoing	Medium
2.C	Improve GIS Capabilities	County CRA, City of Sonora & CAL Fire	General Funds	36 Months	Medium
3.1A	Develop/ Adopt Family Support Plan	All agencies OES support	General Funds	12 Months	Medium
3.1B	Emergency Operations Plans	All agencies OES support	None Required	12 Months	Medium
3.1C	Medical Preparedness	Public Health- Lead	None Required	Ongoing	Medium
3.2A	Helicopter Operations	OES	None Required	Ongoing	Low
3.2B	Watershed Survey	TUD	Grant	12 Months	Medium
3.2C	Single Access Routes	Fire Safe Council and Community Resources	Grant and General Fund	36 Months	Medium
3.2D	Raw Water Storage	TUD	Grant	24 Months	Medium
3.2E	Wastewater System Improvements	TUD	General Fund & Grants	24 Months	High
3.2F	Water Interconnections	All water agencies	None Required	36 Months	Medium

3.2G	Water Rights	All water agencies	Grants & General Funds	Ongoing	Medium
3.2H	Promote Sewer Connection	Water Agencies with support of all agencies	None Required	Ongoing	Low
3.2I	Promote Development adjacent water facilities	Water Agencies with support of all agencies	None Required	Ongoing	Low
3.3	Maintain Communications	All agencies	None Required	Ongoing	Medium
4.A	Creek/Storm Drain Management	County CRA and City of Sonora	General Fund	Fall of each year	Low
4.B	NFIP Requirements	County CRA and City of Sonora	General Fund	Ongoing	Medium
4.C	Development Review	County CRA and City of Sonora	General Fund	Ongoing	Medium
4.D	Notice Property Owners	County CRA and City of Sonora	General Fund	24 Months	Medium
4.E	Storm Drain Improvements	County CRA and City of Sonora	Grants	Ongoing	Medium
4.F	County Watershed Projects	County CRA	Grants	36 Months	Medium
4.G	Drainage	Curtis Creek School District	Grants	24 Months	Medium
4.H	Drainage	Bellevue School District	Grants	24 Months	Medium
4.I	Single Access Routes	Bellevue School	Grants	24 Months	Medium
5.1A	Improve GIS Mapping and Tracking	CAL Fire-County Fire	General Fund	36 Months	Medium
5.1B	Fuel Thinning and Chipping Projects	All fire agencies	Grants	Ongoing	High
5.1C	Community Wildfire Protection Plan Update	CAL Fire-County Fire	General Fund	12 Months	Medium
5.1D	Improve Water Supply/ Storage at Curtis Creek School	Curtis Creek School District	Grants	24 Months	High



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5.1E	Evacuation Plans for Curtis Creek	District Superintendent with fire agencies supporting	None Required	12 Months	High
5.1F	Water Supply/Fire Flow	TUD, with fire agencies supporting	General Funds and Grants	36 Months	High
5.1G	Protect Flumes	TUD, with fire agencies supporting	General Funds and Grants	Ongoing	Medium
5.1H	County Fire GIS Layer	County GIS- Lead OES- Support	General Funds	36 Months	Low
5.1I	Increase Water Supply for Lake Don Pedro CSD	Lake Don Pedro CSD- Lead OES-Support	General Funds and Grants	36 Months	Medium
5.1J	Increase Alternate Power Source for Lake Don Pedro	Lake Don Pedro CSD- Lead OES-Support	General Funds and Grants	24 Months	Medium
5.2A	Fire Chiefs Association	All fire agencies	None Required	Ongoing	Medium
5.2B	Mutual/Auto Aid	All fire agencies	None Required	Ongoing	Medium
6.A	Earthquake Preparedness Exercises	OES – lead All support	None Required	Fall of Each Year	Medium
6.B	Replace Vulnerable Water/Sewer Lines	TUD	General Fund	24 Months	Medium
7.1A	Educate Community on Hazardous Materials	OES – lead All support	None Required	Ongoing	Medium
7.1B	Educate Staff on Hazardous Materials	OES – lead All support	None Required	Ongoing	Medium

7.2A	Improve Response Capabilities	Environmental Health– lead fire agencies support	None Required	Ongoing	Medium
8.1A	Removal of safety hazards caused by dry wells and Tree Mortality	All Agencies	Grant	36 Months	High
8.1B	Water Supply Evaluation at Lake McClure	Lake Don Pedro CSD- Lead OES Support	Grant and General Fund	24 Months	Medium
8.1C	Improve Pumping Capacity at Lake McClure	Lake Don Pedro CSD- Lead OES Support	Grant and General Fund	24 Months	Medium
8.1D	Alternate Water Sources to Lake McClure	Lake Don Pedro CSD- Lead OES Support	Grant and General Fund	36 Months	Medium



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D. Implementation Through Existing Plans and Programs

The general administrative oversight of this MJHMP rests with the Tuolumne County Office of Emergency Services. Tuolumne County currently uses comprehensive land use planning, capital improvements planning, and building codes to guide and control development within the County. This MJHMP will be provided to those responsible for the County’s General Plan development mechanisms to ensure that consistency is maintained. The same holds true whenever substantive changes are made.

Specific Mitigation Actions have been assigned to this jurisdiction. These individual actions will fall under the general administrative oversight of the local governing body and will be incorporated into the existing Plans and Programs. Should technical expertise not be available in these agencies, the County Office of Emergency Services is committed to, when possible, coordinating the resources of the County to assist with implementation of the mitigation actions.

E. Continued Public Involvement

Tuolumne County and the District understand the importance of involving the public in the ongoing Hazard Mitigation Plan review and updating process. Resultantly, the following actions will be taken:

- A copy of the MJHMP will be posted on the County website and will direct the public on how to make suggestions to the County Office of Emergency Services for future plan edits.
- Hard copies of the Plan will be available at the County Office of Emergency Services and the County Library

F. Plan Monitoring, Evaluating and Updating

DMA Requirement §201.6(d)(3): A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities and resubmit if for approval within 5 years in order to continue to be eligible for mitigation project grant funding.

In order to continue to be an effective representation of each jurisdiction’s overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. Monitoring and evaluating the plan will occur annually to make certain that the goals and objectives for the County and participating jurisdictions are current and mitigation activities are being carried out.

To ensure that regular review and update of this Multi-Jurisdictional Hazard Mitigation Plan takes place, the County Office of Emergency Services will communicate with the MJHMP Planning Group members annually to see if their plan components are up-to-date and meet current realities.



Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

The MJHMP Planning Group will review each goal and objective to evaluate its:

- Relevance to current and evolving situations in Tuolumne County
- Consistency with changes in local, state and federal policy

The planning group will review the risk assessment component of the plan to ascertain if the information needs to be updated or modified. Each jurisdiction will report on:

- Current status of their mitigation actions
- How coordination efforts are proceeding

- Implementation processes that worked well
- Any difficulties encountered
- Any strategies in need of revision

If the plan review leads the Hazard Mitigation Planning Group to determine that modifications are necessary, then the County or the applicable jurisdiction can initiate a plan amendment.



Acronyms

Acronym	Definition
CGS	California Geological Survey
Cal EPA	California Environmental Protection Agency
Caltrans	California Department of Transportation
CAL Fire	California Department of Forestry and Fire Protection
CDF	California Department of Forestry and Fire Protection
CDHS	California Department of Health Services
CFR	Code of Federal Regulations
CGS	California Geological Survey
CISN	California Integrated Seismic Network
CSSC	California Seismic Safety Commission
DFG	State Department of Fish and Game
DHS	Department of Homeland Security
DWR	Department of Water Resources
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
FMP	Floodplain Management Plan
FRAP	Fire and Resource Assessment Program
GIS	Geographic Information System
HMGP	Hazard Mitigation Grant Program
LHMP	Local Hazard Mitigation Plan
NFIP	National Flood Insurance Program
NOAA	National Oceanic and Atmospheric Administration
NPS	National Park Services
OES	Governor's Office of Emergency Services
SEMS	Standardized Emergency Management System
SFHA	Special Flood Hazard Area
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey

Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan



Resolution Will Be Received Separately

Resolution No. 21-19

A RESOLUTION OF THE BOARD OF DIRECTORS REMOVING DROUGHT WATER RESTRICTIONS AND IMPLEMENTATION OF WATER USE REQUIREMENTS CONSISTENT WITH THOSE OF THE STATE

WHEREAS, on January 17, 2014, the Governor of the State of California proclaimed a Drought State of Emergency as the State was experiencing the most severe drought in history with four years of below average rain and snow; and

WHEREAS, on February 3, 2014 the Board approved Resolution 5-14 implementing Phase I of the District's Water Shortage Contingency Plan; and

WHEREAS, the Board approved the District's Water Shortage Contingency Water and Sewer rates on July 21, 2014; and

WHEREAS, on June 3, 2015 the Board of Directors approved Resolution 6-15 Declaring Water Shortage Emergency and Implementing Phase IV Mandatory Water Conservation Measures for the District; and

WHEREAS, on May 26, 2016 the Board approved moving to Phase II Voluntary Conservation Drought Restrictions; and

WHEREAS, the District has not taken any action since May 26, 2016 and remains in Phase II Voluntary Conservation Drought Restrictions; and

WHEREAS, Phase II Voluntary Conservation Drought Restriction requirements contains restrictions already adopted by the State as requirements.

NOW THEREFORE BE IT RESOLVED that the Groveland Community Services District does hereby rescind its Phase II Voluntary Conservation Drought Restrictions declaration.

BE IT FURTHER RESOLVED that the Groveland Community Services District does hereby implement water use requirements consistent with those of the state.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 4G: Approval of a Process for Evaluation of the Performance of the General Manager

RECOMMENDED ACTION

Staff recommends the following action:

*I Move to Approve the Process for Evaluation of the Performance of the General Manager
Pete Kampa as presented*

BACKGROUND

The board of directors has requested the development of a process for the evaluation of performance of the General Manager. The performance of the GM is typically measured based on vision, leadership, ethics, management style, administration of the CSD, communication, and achievement of Board and District goals and objectives. The best process for performance measurement provides an objective evaluation of the manager's strengths, weaknesses, needs and accomplishments.

Included herein is an evaluation process that covers all aspects of the expectations of the general manager. The purpose of this agenda item is to secure Board approval of the GM evaluation process, which will then be conducted immediately, and on an annual basis thereafter. Using this program, the Board President leads the process of the evaluation.

ATTACHMENTS:

Draft GM performance evaluation process.

FINANCIAL IMPACT:

None

**GENERAL MANAGER
ANNUAL PERFORMANCE
EVALUATION PROCESS**

BOARD PRESIDENT'S GUIDE

April 2019

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

INTRODUCTION

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

STEP PROCESS

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

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

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

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

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

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

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

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

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

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

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

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

GM Standard Evaluation Forms

Distributed to all Board Members

INSTRUCTIONS TO BOARD MEMBERS:

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

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

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

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

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

APPENDIX A - Part 1.0

DISTRICT EXPECTED PROFESSIONAL ATTRIBUTES AND COMPETENCIES

Rate the performance of the GM for each of the ATTRIBUTES AND COMPETENCIES **from the current evaluation year**. Check the middle box if GM achieved the expected performance. Leave the box empty and provide a comment if you feel the GM did not measure up to your expectations in the attribute area.

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

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

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

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

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

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

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

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

APPENDIX A - Part 2.0

**GOALS AND OBJECTIVES FROM EVALUATION YEAR
2018/19**

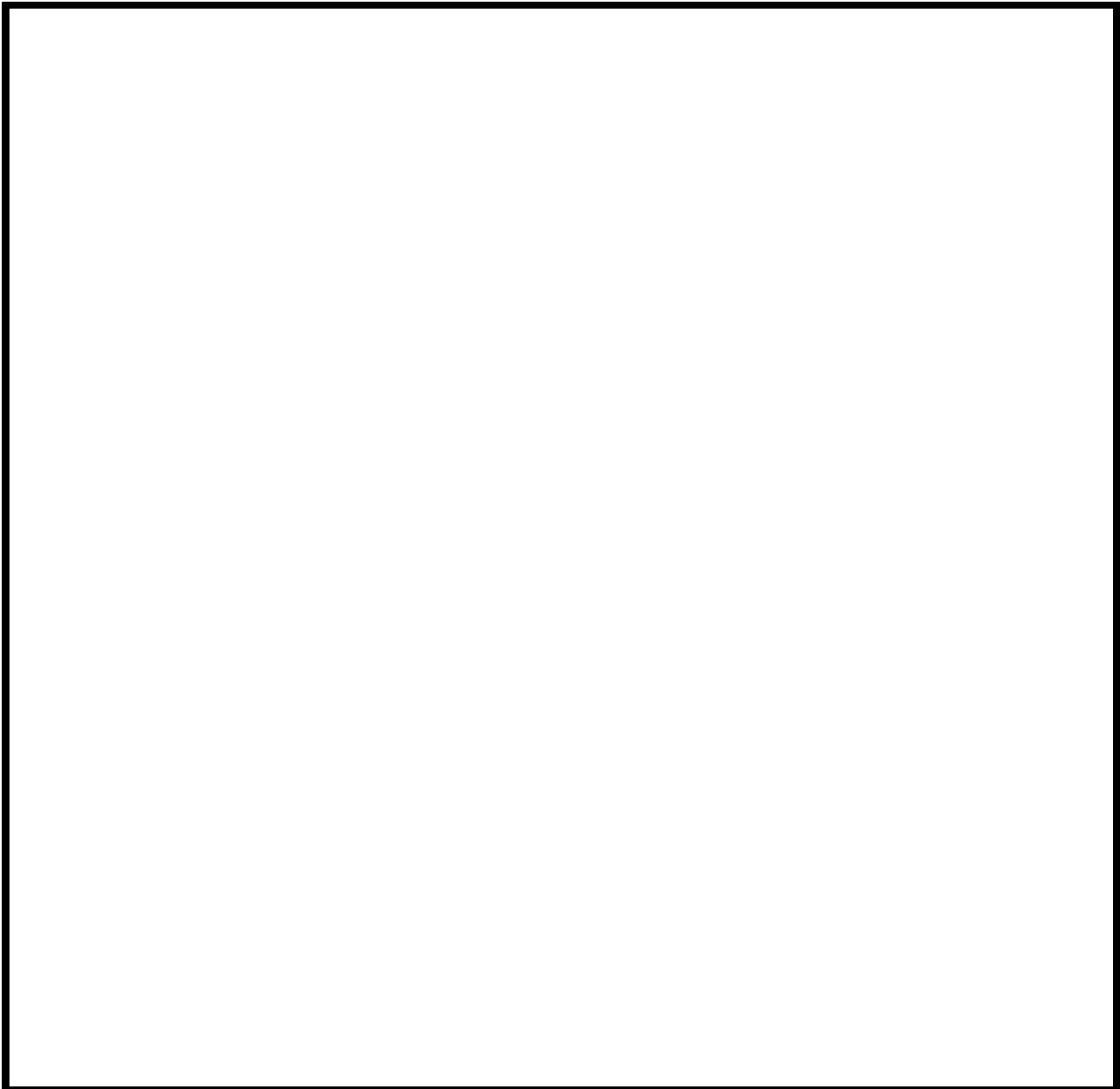
Rate the performance of the General Manager for each of the Goals and Objectives **from the current evaluation year** (those developed last year). Use Met/Did Not Meet ratings of performance. *[Guidance: this form contains a list of expectations, goals and objectives from last evaluation, if one exists,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

Expectation, goal or objective (From Approved Management Objectives)	Rating (Met/Did not meet)	Comments
(I will insert the management objectives here)		

APPENDIX A - PART 3.0

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

Use the following space to list general performance observations, observed strengths and weaknesses, along with areas for growth for your GM in providing optimal management services to the Board in its decision making and in leading the District in delivery of excellent public services.



APPENDIX A- Part 4.0:

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

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

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

GOALS AND OBJECTIVES

1.

2.

3.

4.

5.

APPENDIX A - Part 5.0: COMMENTS FROM GENERAL MANAGER

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

Presented by: Janice Kwiatkowski, President

Date

Received by: Peter Kampa, General Manager

Date

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 5A: Adoption of a Resolution Accepting the Compensation Survey Prepared by Koff and Associates and Directing the Development of an Implementation Plan for Revised Salaries

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt Resolution Accepting the Compensation Survey Prepared by Koff and Associates and Directing the Development of an Implementation Plan for Revised Salaries

BACKGROUND

For the past decade, the District has experienced a high employee turnover rate and has in the past few years been unable to attract applications from qualified, certified water and wastewater operators. The District has had to hire entry level employees without certification, even though the state requires that they be certified to perform their jobs. This results in employees doubling up on technical tasks and responsibilities while the new employees achieve the training, education and job-time required to take and pass state certification examinations.

The certification process can take 18 months to two years, basically resulting in double the employee costs, and twice the work on existing certified employees. Multiply that by six or more employees working on their certification at the same time, and you can have a stressful work environment. Add to that the fact that the employees we attract are young and mobile, and will leave for significantly more money once trained and certified, and we then fall into a continuous cycle of reduced efficiency and higher employee costs.

Evaluation of the classifications and compensation of employees is only one aspect of determining why GCSB has had difficulty in attracting and retaining employees. The District currently has all vacant positions filled with solid employees who either meet, or are actively in the process of meeting their position requirements. Due to an extremely high level of competition for employees in the public water and wastewater industry, it is important that we consider the retention of these employees as we have invested much time and tens of thousands of dollars in training and certification expenses.

Considering the cost, effort and lost efficiencies of a high employee turnover rate, the Board placed the establishment of a workplace that allows for the recruitment and retention of excellent employees as the highest management priority in 2018. To determine the adequacy of our salary and benefits package, on August 13, 2018, following a request for proposals process, the Board approved an agreement with Koff and Associates, a human resources firm specializing in classification and compensation studies for public agencies. The compensation review process was precipitated by:

- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the District to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the District.

Koff & Associates has now completed the draft Total Compensation Study Draft Report which is included herein for consideration. The results of the total compensation study showed:

- The District's *base salaries*, overall, in comparison to the market median are 26.9% below the market.
- The District's *total compensation*, overall, in comparison to the market median is 15.2% below the market.
- The District's *benefits package* puts the District in a more competitive position compared to the market and, therefore, salary decisions should be based on total compensation versus base salary market results.

We believe that the Compensation Report prepared by Koff & Associates accurately reflects the expected scope of work and the data evaluated and presented is relevant and accurate. It is also management's strong recommendation that the following actions be directed, as included in the attached draft resolution:

1. Accept the Draft Total Compensation Report as presented
2. Accept and approve the Salary Schedule subject to an implementation plan
3. Approve establishing salary ranges for District positions at the Total Compensation Study Median
4. Prepare an implementation plan to move existing employees into the revised salary schedule and classification ranges

ATTACHMENTS:

- Koff and Associates Total Compensation Study Draft Report
- Draft Resolution Accepting the Compensation Study and Directing the Development of an Implementation Plan for Revised Salaries

FINANCIAL IMPACT:

There is no financial impact directly through acceptance of the total compensation report.



April 1, 2019

Total Compensation Study Draft Report

Groveland Community Services District

KOFF & ASSOCIATES

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April 1, 2019

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

Dear Mr. Kampa:

Koff & Associates is pleased to present the Total Compensation Study Final Report to the Groveland Community Services District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you and Jennifer Flores for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Groveland Community Services District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Katie Kaneko
President



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EXECUTIVE SUMMARY

Background

In January 2019, Koff & Associates (“K&A”) conducted a comprehensive Total Compensation Study for Groveland Community Service District (“District”). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the District to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the District.

The goals of the compensation study are to assist the District in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The District’s **base salaries, overall, in comparison to the market median are 26.9% below the market.**
- The District’s **total compensation, overall, in comparison to the market median is 15.2% below the market.**
- The District’s **benefits package** puts the District in a more competitive position compared to the market and, therefore, salary decisions should be based on total compensation versus base salary market results.
- K&A considers a classification falling within 5% of the median to be competitive.

STUDY PROCESS

Benchmark Classifications

The study included 18 classifications, and of those 10 classifications were selected in order to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to build the compensation plan. Benchmark classifications are those classifications that



are compared to the market, and these classifications are used as a means of anchoring the District’s overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classification

Classification Title
1. Administrative Services Technician II
2. Chief Plant Operator
3. Collection and Distribution System Operator II
4. Collections and Distribution Lead
5. Finance Clerk (Accountant)
6. Maintenance Mechanic II
7. Office Manager (Administrative Services Manager)
8. Operations Manager
9. Operations Superintendent
10. Water/Wastewater Operator II

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, agencies were added to the potential list of comparators based on the following factors:

- 1. Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of the District be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.



2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to the District.
4. **Labor market and geographic location** – In the reality that is today’s labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the District may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the District, the resulting labor market data generally reflects the region’s cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the District.

All factors mentioned should be considered in selecting the group of comparator agencies. The District agreed to a list of twelve (12) agencies.

Table 2. Comparator Agencies

Agency
1. Amador Water Agency
2. Calaveras County Water District
3. Clear Creek Community Services District
4. Hidden Valley Lake Community Services District
5. Humboldt Community Services District
6. Northstar Community Services District
7. Rancho Murieta Community Services District
8. San Francisco Public Utility Commission
9. South Tahoe Public Utility Commission
10. Tuolumne Utilities District
11. Turlock Irrigation District
12. Twain Harte Community Services District



Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula for each agency's Classic plan.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@62 for miscellaneous employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
 - 2%@60: midpoint of range = 1.5%
 - 2%@55: midpoint of range = 2.7%
 - 2.5%@55: midpoint of range = 4.9%
 - 2.7%@55: midpoint of range = 6.4%
 - 3%@60: midpoint of range = 7.4%
- **Employer Paid Member Contribution:** The amount of the employee's contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months' highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the final compensation.
- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of \$686.65 per month was reported. Note that the maximum



contribution rate is that of 2019 in order to be consistent with the timeframe during which data was collected.

- **Other:** Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Life and Accidental Death and Dismemberment (“AD&D”) Insurances
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Other

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.

7. Other



This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of January and February 2019, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District’s classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A’s methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.



In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrids” which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A “hybrid” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where the District’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the District is compared to the average and median is also reported.

The mean is the sum of the comparator agencies’ salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 10 of the 10 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted by top monthly salary in



descending order from the most positive percentile (above market) to the most negative (below market).

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Administrative Services Technician II	12	-12.9%	-2.7%
Collections and Distribution Lead	7	-13.0%	-7.6%
Collection and Distribution System Operator II	10	-18.3%	-7.0%
Finance Clerk (Accountant)	11	-19.7%	-9.4%
Water/Wastewater Operator II	10	-26.7%	-13.0%
Office Manager (Administrative Services Manager)	7	-27.4%	-25.9%
Chief Plant Operator	7	-27.9%	-10.0%
Maintenance Mechanic II	7	-40.8%	-24.1%
Operations Manager	12	-55.6%	-36.8%
Operations Superintendent	8	n/a	n/a

Base Salary

Top monthly salary market results show that no classifications are paid above the market median.

Top monthly salary market results show that nine (9) classifications are paid below the market median:

- Two (2) classifications are paid below the market median by more than 10% and less than 15%;
- Two (2) classifications are paid below the market median by more than 15% and less than 20%; and
- Five (5) classifications are paid below the market median by more than 20%.
- One (1) classification is proposed with market data being shown as is.



Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the District can adopt a different standard.

Total Compensation

Total compensation market results show that no classifications are paid above the market median.

Total compensation market results show that nine (9) classifications are paid below the market median:

- One (1) classification is paid below the market median by less than 5%;
- Three (3) classifications are paid below the market median by more than 5% and less than 10%;
- Two (2) classifications are paid below the market median by more than 10% and less than 15%; and
- Three (3) classifications are paid below the market median by more than 20%.
- One (1) classification is proposed with market data being shown as is.

Overall, the differences between market base salaries and total compensation indicate that the Client’s benefits package puts the Client at a more competitive advantage. Further analysis indicates that, on average, classifications are 26.9% below the market median for base salaries, while that figure changes to 15.2% below the market median for total compensation, which is a 11.7% difference (i.e., the District “gains” a 11.7% competitive advantage when taking benefits into consideration).

Benefits

The market benefits data reveals the major contributing factors that give the Client a competitive advantage is the Client’s enhanced retirement formulas, Health and Dental insurance contributions, and participation in Social Security.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the District may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the District’s classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:



- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the District can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, K&A utilized market data to develop the salary recommendations for all of the benchmarked classifications and used internal equity principles to make the salary recommendations for eight (8) classifications that were not benchmarked. For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the District. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for District management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

The District may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the District to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District’s pay philosophy is, at which level it desires to



pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

Proposed Salary Structure

Currently, the District has a salary structure with ranges that are approximately 25-30% apart from one another. Each salary range has five steps with 6% between each step. It is recommended that the Client implement a range structure that is two and a half (2.5%) percent between ranges, with five step ranges, and 5% between each step salary. Appendix III contains the current salary range structure.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. The recommendations are based on total compensation market results. The following calculation was used:

1. Multiplied the Client's current top monthly salary by the percentage difference between the Client's total compensation and the total compensation market median to calculate the Market Placement Salary.
2. The classification was then placed within the proposed salary range with a Step 5 salary closest to the Market Placement Salary.

K&A also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the District decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

Options for Implementation

While the District may be interested in bringing all salaries to the market median, in most cases this goal may not be reached with a single adjustment. In this case, one option is to use a



phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if the District decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

Table 4. Three-Year Implementation Proposal

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon the District’s financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year. The District may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.

Another option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees’ current salaries are significantly below market so that their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

The District may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the District may want to consider adjusting those



classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance meets the District's level of expectation.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

It has been a pleasure working with Groveland Community Services District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

A handwritten signature in purple ink, appearing to read 'Katie Kaneko'.

Katie Kaneko
President



Appendix I

Results Summary



Appendix II

Market Compensation Findings



Appendix III

Proposed Salary Range Schedule



Appendix IV

Salary Range Placement Recommendations

Groveland Community Services District - Results Summary
April 1, 2019

Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Administrative Services Technician II	\$ 4,344	\$ 4,955	-14.1%	\$ 4,906	-12.9%	\$ 7,918	\$ 8,237	-4.0%	\$ 8,128	-2.7%	12
Chief Plant Operator	\$ 6,483	\$ 8,215	-26.7%	\$ 8,292	-27.9%	\$ 10,500	\$ 12,116	-15.4%	\$ 11,549	-10.0%	7
Collection and Distribution System Operator II	\$ 4,543	\$ 5,568	-22.6%	\$ 5,373	-18.3%	\$ 8,123	\$ 9,033	-11.2%	\$ 8,693	-7.0%	10
Collections and Distribution Lead	\$ 5,666	\$ 5,976	-5.5%	\$ 6,401	-13.0%	\$ 9,514	\$ 9,598	-0.9%	\$ 10,234	-7.6%	7
Finance Clerk (Accountant)	\$ 5,564	\$ 6,656	-19.6%	\$ 6,658	-19.7%	\$ 9,391	\$ 10,424	-11.0%	\$ 10,278	-9.4%	11
Maintenance Mechanic II	\$ 4,543	\$ 6,306	-38.8%	\$ 6,397	-40.8%	\$ 8,159	\$ 9,980	-22.3%	\$ 10,122	-24.1%	7
Office Manager (Administrative Services Manager)	\$ 6,101	\$ 8,012	-31.3%	\$ 7,774	-27.4%	\$ 10,157	\$ 12,109	-19.2%	\$ 12,792	-25.9%	7
Operations Manager	\$ 6,916	\$ 10,224	-47.8%	\$ 10,763	-55.6%	\$ 11,156	\$ 14,943	-33.9%	\$ 15,256	-36.8%	12
Operations Superintendent	\$ 0	\$ 7,723		\$ 7,772		\$ 0	\$ 11,602		\$ 11,919		8
Water/Wastewater Operator II	\$ 4,746	\$ 6,049	-27.5%	\$ 6,014	-26.7%	\$ 8,404	\$ 9,437	-12.3%	\$ 9,498	-13.0%	10
		AVERAGE:	-26.0%	AVERAGE:	-26.9%		AVERAGE:	-14.5%	AVERAGE:	-15.2%	

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
April 1, 2019

Administrative Services Technician II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission ⁶	[Account Clerk / Secretary II]	\$ 6,372	\$ 3,240	\$ 9,612	7/1/2018	unknown	unknown
2	Hidden Valley Lake Community Services	[Senior Accounts Representative / Administrative Assistant]	\$ 5,720	\$ 3,273	\$ 8,993	7/1/2018	unknown	unknown
3	Calaveras County Water District ²	[Accounting Technician II / Administrative Technician II]	\$ 5,345	\$ 3,457	\$ 8,802	7/1/2018	7/1/2019	2.00%
4	South Tahoe Public Utility District ⁷	[Customer Service Representative II / Administrative Assistant]	\$ 5,305	\$ 3,930	\$ 9,235	6/28/2018	6/27/2019	2.50%
5	Twain Harte Community Services District ¹⁰	[Customer Service Representative / Accounting / Administrative Assistant]	\$ 5,069	\$ 2,912	\$ 7,981	7/1/2018	7/1/2019	1.00%
6	Tuolumne Utilities District ⁸	[Customer Services Technician II / Administrative Services Technician I]	\$ 4,919	\$ 3,706	\$ 8,625	11/26/2018	7/1/2019	1.50%
7	Amador Water Agency ¹	[Customer Service Representative II / Administrative Assistant II]	\$ 4,893	\$ 3,061	\$ 7,954	7/1/2018	7/1/2019	2.00%
8	Turlock Irrigation District ⁹	[Accounting Technician / Administrative Clerk II]	\$ 4,736	\$ 3,229	\$ 7,965	1/1/2019	1/1/2020	3.00%
9	Northstar Community Services District	Administrative/Customer Service Specialist	\$ 4,679	\$ 3,425	\$ 8,104	7/31/2018	unknown	unknown
10	Rancho Murieta Community Services	[Accounting Assistant I / Office Assistant II]	\$ 4,500	\$ 2,254	\$ 6,754	1/1/2019	1/1/2020	2.75%
11	Groveland Community Services District	Administrative Services Technician II	\$ 4,344	\$ 3,574	\$ 7,918	7/1/2016	unknown	unknown
12	Humboldt Community Services District	Customer Service Representative II	\$ 4,096	\$ 4,056	\$ 8,152	7/1/2018	7/1/2019	unknown
13	Clear Creek Community Services District ³	Secretary	\$ 3,820	\$ 2,846	\$ 6,667	7/1/2018	7/1/2019	max 3%

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,955	\$ 8,237
% Groveland Community Services District Above/Below	-14.1%	-4.0%
Median of Comparators	\$ 4,906	\$ 8,128
% Groveland Community Services District Above/Below	-12.9%	-2.7%
Number of Matches	12	12

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - Calaveras County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

3 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

4 - Hidden Valley Lake Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - Rancho Murieta Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

6 - San Francisco Public Utilities Commission: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

7 - South Tahoe Public Utility District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

8 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

9 - Turlock Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

10 - Twain Harte Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
April 1, 2019

Chief Plant Operator								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	Senior Stationary Engineer, Sewage Plant	\$ 9,939	\$ 3,793	\$ 13,732	7/1/2018	unknown	unknown
2	South Tahoe Public Utility District	Chief Plant Operator	\$ 9,771	\$ 4,981	\$ 14,752	6/28/2018	6/27/2019	2.50%
3	Rancho Murieta Community Services District	Chief Plant Operator	\$ 8,347	\$ 3,202	\$ 11,549	8/15/2018	unknown	unknown
4	Calaveras County Water District	Senior Supervisor Water/Wastewater	\$ 8,292	\$ 4,173	\$ 12,465	7/1/2018	1/1/2020	2.00%
5	Northstar Community Services District ²	Senior Utility Service Worker	\$ 7,247	\$ 4,093	\$ 11,341	6/23/2018	5/1/2019	min 1.5 max 4%
6	Clear Creek Community Services District ¹	Chief Water Treatment Plant Operator V	\$ 7,209	\$ 3,732	\$ 10,941	7/1/2018	7/1/2019	max 3%
7	Twain Harte Community Services District	Water Operator II	\$ 6,699	\$ 3,334	\$ 10,033	7/1/2018	7/1/2019	1.00%
8	Groveland Community Services District	Chief Plant Operator	\$ 6,483	\$ 4,017	\$ 10,500	7/1/2016	unknown	unknown
9	Hidden Valley Lake Community Services District	N/C						
10	Tuolumne Utilities District	N/C						
11	Humboldt Community Services District	N/C						
12	Amador Water Agency	N/C						
13	Turlock Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,215	\$ 12,116
% Groveland Community Services District Above/Below	-26.7%	-15.4%
Median of Comparators	\$ 8,292	\$ 11,549
% Groveland Community Services District Above/Below	-27.9%	-10.0%
Number of Matches	7	7

N/C - Non Comparator

1 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

2 - Northstar Community Services District: COLA determined by calculating percentage change in the CPI for April-April.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Collection and Distribution System Operator II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	Utility Plumber	\$ 9,438	\$ 3,762	\$ 13,200	7/1/2018	unknown	unknown
2	Northstar Community Services District ³	Utility Services Worker	\$ 6,589	\$ 3,922	\$ 10,510	6/23/2018	5/1/2019	min 1.5 max 4%
3	South Tahoe Public Utility District	Underground Water / Sewer Repair II	\$ 5,845	\$ 4,057	\$ 9,903	6/28/2018	6/27/2019	2.50%
4	Turlock Irrigation District	Maintenance Worker II	\$ 5,677	\$ 3,434	\$ 9,111	1/1/2019	1/1/2020	3.00%
5	Amador Water Agency ¹	[Distribution II / Utility II]	\$ 5,401	\$ 3,170	\$ 8,572	7/1/2018	7/1/2019	2.00%
6	Calaveras County Water District	Distribution Worker II	\$ 5,345	\$ 3,457	\$ 8,802	7/1/2018	1/1/2020	2.00%
7	Rancho Murieta Community Services District	Utility Worker II	\$ 4,911	\$ 2,312	\$ 7,223	1/1/2019	1/1/2020	2.75%
8	Tuolumne Utilities District ⁴	[Utility Worker II Distribution / Utility Worker II Collection]	\$ 4,886	\$ 3,698	\$ 8,584	11/26/2018	7/1/2019	1.50%
9	Groveland Community Services District	Collection and Distribution System Operator II	\$ 4,543	\$ 3,580	\$ 8,123	7/1/2016	unknown	unknown
10	Humboldt Community Services District	Water Services Worker II / Utility II	\$ 3,957	\$ 4,017	\$ 7,975	7/1/2018	7/1/2019	unknown
11	Clear Creek Community Services District ²	Maintenance Worker I	\$ 3,631	\$ 2,822	\$ 6,453	7/1/2018	7/1/2019	max 3%
12	Hidden Valley Lake Community Services District	N/C						
13	Twain Harte Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,568	\$ 9,033
% Groveland Community Services District Above/Below	-22.6%	-11.2%
Median of Comparators	\$ 5,373	\$ 8,693
% Groveland Community Services District Above/Below	-18.3%	-7.0%
Number of Matches	10	10

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - Northstar Community Services District: COLA determined by calculating percentage change in the CPI for April-April.

4 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Collections and Distribution Lead								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	South Tahoe Public Utility District	Underground Water / Sewer Repair Lead	\$ 6,658	\$ 4,249	\$ 10,907	6/28/2018	6/27/2019	2.50%
2	Tuolumne Utilities District	Distribution Foreman	\$ 6,614	\$ 4,107	\$ 10,721	11/26/2018	7/1/2019	1.50%
3	Calaveras County Water District	Distribution Worker IV	\$ 6,497	\$ 3,737	\$ 10,234	7/1/2018	1/1/2020	2.00%
4	Amador Water Agency ¹	[Distribution III / Utility III]	\$ 6,401	\$ 3,385	\$ 9,786	7/1/2018	7/1/2019	2.00%
5	Humboldt Community Services District	O&M / Construction Foreman	\$ 6,060	\$ 4,602	\$ 10,661	7/1/2018	7/1/2019	unknown
6	Groveland Community Services District	Collections and Distribution Lead	\$ 5,666	\$ 3,848	\$ 9,514	7/1/2016	unknown	unknown
7	Rancho Murieta Community Services District	Utility Worker III	\$ 5,402	\$ 2,381	\$ 7,783	1/1/2019	1/1/2020	2.75%
8	Clear Creek Community Services District ²	Maintenance Worker II	\$ 4,198	\$ 2,895	\$ 7,093	7/1/2018	7/1/2019	max 3%
9	San Francisco Public Utilities Commission	N/C						
10	Turlock Irrigation District	N/C						
11	Twain Harte Community Services District	N/C						
12	Hidden Valley Lake Community Services District	N/C						
13	Northstar Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,976	\$ 9,598
% Groveland Community Services District Above/Below	-5.5%	-0.9%
Median of Comparators	\$ 6,401	\$ 10,234
% Groveland Community Services District Above/Below	-13.0%	-7.6%
Number of Matches	7	7

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is an average of the matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Finance Clerk (Accountant)								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Humboldt Community Services District ²	[Finance Manager / Administrative Services Manager II]	\$ 7,698	\$ 5,205	\$ 12,903	7/1/2018	7/1/2019	unknown
2	South Tahoe Public Utility District	Accounting Supervisor	\$ 7,402	\$ 4,424	\$ 11,825	6/28/2018	6/27/2019	2.50%
3	Rancho Murieta Community Services District	Accounting Supervisor	\$ 7,386	\$ 3,208	\$ 10,594	8/15/2018	unknown	unknown
4	Amador Water Agency	Accountant	\$ 7,295	\$ 3,576	\$ 10,871	7/1/2018	7/1/2019	2.00%
5	Tuolumne Utilities District	Senior Accounting Technician	\$ 6,947	\$ 4,186	\$ 11,133	11/26/2018	7/1/2019	1.50%
6	Hidden Valley Lake Community Services District	Full Charge Bookkeeper	\$ 6,658	\$ 3,426	\$ 10,084	7/1/2018	unknown	unknown
7	Calaveras County Water District	Accountant I	\$ 6,497	\$ 3,737	\$ 10,234	7/1/2018	1/1/2020	2.00%
8	Turlock Irrigation District	Accountant	\$ 6,492	\$ 3,786	\$ 10,278	1/1/2019	1/1/2020	3.00%
9	San Francisco Public Utilities Commission	Senior Account Clerk	\$ 6,108	\$ 3,198	\$ 9,306	7/1/2018	unknown	unknown
10	Northstar Community Services District	Accounting Technician I	\$ 5,743	\$ 3,702	\$ 9,445	7/31/2018	unknown	unknown
11	Groveland Community Services District	Finance Clerk (Accountant)	\$ 5,564	\$ 3,827	\$ 9,391	7/1/2016	unknown	unknown
12	Clear Creek Community Services District ¹	Accountant	\$ 4,994	\$ 2,997	\$ 7,991	3/29/2018	7/1/2019	max 3%
13	Twain Harte Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,656	\$ 10,424
% Groveland Community Services District Above/Below	-19.6%	-11.0%
Median of Comparators	\$ 6,658	\$ 10,278
% Groveland Community Services District Above/Below	-19.7%	-9.4%
Number of Matches	11	11

N/C - Non Comparator

1 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

2 - Humboldt Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Maintenance Mechanic II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	General Utility Mechanic	\$ 8,184	\$ 3,560	\$ 11,744	7/1/2018	unknown	unknown
2	Turlock Irrigation District	Fleet Equipment Technician	\$ 6,508	\$ 3,615	\$ 10,122	1/1/2019	1/1/2020	3.00%
3	Calaveras County Water District	Mechanic II	\$ 6,497	\$ 3,737	\$ 10,234	7/1/2018	1/1/2020	2.00%
4	South Tahoe Public Utility District	Vehicle & Heavy Equipment Mechanic II	\$ 6,397	\$ 4,187	\$ 10,584	6/28/2018	6/27/2019	2.50%
5	Rancho Murieta Community Services District	Equipment Mechanic	\$ 6,037	\$ 2,471	\$ 8,509	1/1/2019	1/1/2020	2.75%
6	Tuolumne Utilities District	Equipment Mechanic	\$ 5,704	\$ 3,892	\$ 9,596	11/26/2018	7/1/2019	1.50%
7	Humboldt Community Services District	Operations / Maintenance Utility II / Equipment Mechanic	\$ 4,813	\$ 4,255	\$ 9,068	7/1/2018	7/1/2019	unknown
8	Groveland Community Services District	Maintenance Mechanic II	\$ 4,543	\$ 3,616	\$ 8,159	7/1/2016	unknown	unknown
9	Hidden Valley Lake Community Services District	N/C						
10	Twain Harte Community Services District	N/C						
11	Amador Water Agency	N/C						
12	Clear Creek Community Services District	N/C						
13	Northstar Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,306	\$ 9,980
% Groveland Community Services District Above/Below	-38.8%	-22.3%
Median of Comparators	\$ 6,397	\$ 10,122
% Groveland Community Services District Above/Below	-40.8%	-24.1%
Number of Matches	7	7

N/C - Non Comparator

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Office Manager (Administrative Services Manager)								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Amador Water Agency	HR / Office Manager	\$ 10,235	\$ 4,470	\$ 14,705	10/25/2018	unknown	unknown
2	South Tahoe Public Utility District	Executive Services Manager	\$ 9,801	\$ 5,029	\$ 14,831	6/28/2018	6/27/2019	2.50%
3	Rancho Murieta Community Services District ³	[Director of Administration / District Secretary]	\$ 9,280	\$ 3,512	\$ 12,792	8/15/2018	unknown	unknown
4	Twain Harte Community Services District	Finance Officer / Board Secretary	\$ 7,774	\$ 3,613	\$ 11,387	7/1/2018	7/1/2019	1.00%
5	Humboldt Community Services District ²	[Administrative Services Manager II / Finance Manager]	\$ 7,698	\$ 5,205	\$ 12,903	7/1/2018	7/1/2019	unknown
6	Turlock Irrigation District	Executive Secretary of the Board	\$ 7,299	\$ 3,983	\$ 11,282	1/1/2019	1/1/2020	3.00%
7	Groveland Community Services District	Office Manager (Administrative Services Manager)	\$ 6,101	\$ 4,056	\$ 10,157	7/1/2016	unknown	unknown
8	Clear Creek Community Services District ¹	Administrative Assistant	\$ 3,994	\$ 2,869	\$ 6,862	7/1/2018	7/1/2019	max 3%
9	Northstar Community Services District	N/C						
10	Hidden Valley Lake Community Services District	N/C						
11	Calaveras County Water District	N/C						
12	Tuolumne Utilities District	N/C						
13	San Francisco Public Utilities Commission	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,012	\$ 12,109
% Groveland Community Services District Above/Below	-31.3%	-19.2%
Median of Comparators	\$ 7,774	\$ 12,792
% Groveland Community Services District Above/Below	-27.4%	-25.9%
Number of Matches	7	7

N/C - Non Comparator

1 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

2 - Humboldt Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches. Next COLA increase dependent on board approval.

3 - Rancho Murieta Community Services District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Operations Manager								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Northstar Community Services District	Utilities Operations Manager	\$ 12,439	\$ 6,015	\$ 18,454	1/1/2019	unknown	unknown
2	South Tahoe Public Utility District ³	[Manager of Field Operations / Manager of Plant Operations]	\$ 12,302	\$ 5,561	\$ 17,863	6/28/2018	6/27/2019	2.50%
3	Calaveras County Water District	Director of Operations	\$ 11,925	\$ 6,004	\$ 17,929	7/1/2018	1/1/2020	2.00%
4	Rancho Murieta Community Services District	Director of Field Operations	\$ 11,744	\$ 3,905	\$ 15,649	8/15/2018	unknown	unknown
5	Tuolumne Utilities District	Operations Manager	\$ 11,383	\$ 5,200	\$ 16,582	11/26/2018	7/1/2019	1.50%
6	San Francisco Public Utilities Commission	Maintenance Manager	\$ 11,191	\$ 3,992	\$ 15,183	7/1/2018	unknown	unknown
7	Amador Water Agency ¹	[Operations Manager / Water Treatment Supervisor / Wastewater Supervisor]	\$ 10,336	\$ 4,994	\$ 15,330	10/25/2018	unknown	unknown
8	Turlock Irrigation District ⁴	[Water Treatment Department Manager / Water Operations Manager]	\$ 10,219	\$ 4,691	\$ 14,910	1/1/2019	1/1/2020	3.00%
9	Twain Harte Community Services District	Water & Sewer Operations Manager	\$ 8,483	\$ 3,796	\$ 12,279	7/1/2018	7/1/2019	1.00%
10	Humboldt Community Services District	Superintendent	\$ 8,194	\$ 5,195	\$ 13,389	7/1/2018	7/1/2019	unknown
11	Hidden Valley Lake Community Services District	Utility Supervisor	\$ 7,793	\$ 3,611	\$ 11,404	7/1/2018	unknown	unknown
12	Groveland Community Services District	Operations Manager	\$ 6,916	\$ 4,240	\$ 11,156	7/1/2016	unknown	unknown
13	Clear Creek Community Services District ²	Operations Superintendent	\$ 6,680	\$ 3,664	\$ 10,344	7/1/2018	7/1/2019	max 3%

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 10,224	\$ 14,943
% Groveland Community Services District Above/Below	-47.8%	-33.9%
Median of Comparators	\$ 10,763	\$ 15,256
% Groveland Community Services District Above/Below	-55.6%	-36.8%
Number of Matches	12	12

N/C - Non Comparator

1 - Amador Water Agency: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - South Tahoe Public Utility District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is the higher of the matches.

4 - Turlock Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is an average of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Operations Superintendent								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	Utility Plumber Supervisor I	\$ 10,615	\$ 3,899	\$ 14,514	7/1/2018	unknown	unknown
2	Amador Water Agency ¹	[Construction Supervisor / Distribution-Canal Supervisor / Wastewater Supervisor / Water Treatment Supervisor]	\$ 8,671	\$ 3,828	\$ 12,499	10/25/2018	unknown	unknown
3	Calaveras County Water District	Senior Supervisor Distribution & Collections	\$ 8,292	\$ 4,173	\$ 12,465	7/1/2018	1/1/2020	2.00%
4	Northstar Community Services District ³	Utilities Field Operations Supervisor	\$ 7,972	\$ 4,282	\$ 12,254	6/23/2018	5/1/2019	min 1.5 max 4%
5	Rancho Murieta Community Services District	Utility Supervisor	\$ 7,571	\$ 3,092	\$ 10,663	8/15/2018	unknown	unknown
6	Tuolumne Utilities District	Construction & Maintenance Superintendent	\$ 6,947	\$ 4,636	\$ 11,583	11/26/2018	7/1/2019	1.50%
7	Turlock Irrigation District	Crew Supervisor	\$ 6,868	\$ 3,693	\$ 10,561	1/1/2019	1/1/2020	3.00%
8	Clear Creek Community Services District ²	Field Maintenance Supervisor	\$ 4,848	\$ 3,428	\$ 8,277	7/1/2018	7/1/2019	max 3%
9	South Tahoe Public Utility District	N/C						
10	Hidden Valley Lake Community Services District	N/C						
11	Twain Harte Community Services District	N/C						
12	Humboldt Community Services District	N/C						
13	Groveland Community Services District	Operations Superintendent	\$ 0	\$ 0	\$ 0	unknown	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,723	\$ 11,602
% Groveland Community Services District Above/Below		
Median of Comparators	\$ 7,772	\$ 11,919
% Groveland Community Services District Above/Below		
Number of Matches	8	8

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - Northstar Community Services District: COLA determined by calculating percentage change in the CPI for April-April.

Groveland Community Services District - Market Compensation Data (Sorted by Top Monthly Salary)
 April 1, 2019

Water/Wastewater Operator II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	Stationary Engineer, Water Treatment Plant	\$ 8,779	\$ 3,656	\$ 12,435	7/1/2018	unknown	unknown
2	Turlock Irrigation District	Sewer / Water Treatment Technician	\$ 6,755	\$ 3,668	\$ 10,423	1/1/2019	1/1/2020	3.00%
3	South Tahoe Public Utility District ³	[Operator I / Operator III]	\$ 6,286	\$ 4,161	\$ 10,447	6/28/2018	6/27/2019	2.50%
4	Amador Water Agency ¹	[Plant Operator II / Wastewater Operator II]	\$ 6,191	\$ 3,340	\$ 9,531	7/1/2018	7/1/2019	2.00%
5	Hidden Valley Lake Community Services District	Utility Operator II	\$ 6,051	\$ 3,327	\$ 9,378	7/1/2018	unknown	unknown
6	Rancho Murieta Community Services District	Plant Operator II	\$ 5,977	\$ 2,463	\$ 8,440	1/1/2019	1/1/2020	2.75%
7	Calaveras County Water District	Water/Wastewater Plant Operator II	\$ 5,893	\$ 3,591	\$ 9,484	7/1/2018	1/1/2020	2.00%
8	Tuolumne Utilities District ⁴	[Water Treatment Plant Operator II / Wastewater Treatment Operator II]	\$ 5,637	\$ 3,876	\$ 9,512	11/26/2018	7/1/2019	1.50%
9	Twain Harte Community Services District	Water Operator I	\$ 5,358	\$ 2,987	\$ 8,345	7/1/2018	7/1/2019	1.00%
10	Groveland Community Services District	Water/Wastewater Operator II	\$ 4,746	\$ 3,658	\$ 8,404	7/1/2016	unknown	unknown
11	Clear Creek Community Services District ²	Treatment Plant Operator II	\$ 3,562	\$ 2,813	\$ 6,375	7/1/2018	7/1/2019	max 3%
12	Humboldt Community Services District	N/C						
13	Northstar Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,049	\$ 9,437
% Groveland Community Services District Above/Below	-27.5%	-12.3%
Median of Comparators	\$ 6,014	\$ 9,498
% Groveland Community Services District Above/Below	-26.7%	-13.0%
Number of Matches	10	10

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - South Tahoe Public Utility District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

4 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District	
Benchmark/ Comparator Agency Match	Administrative Services Technician II	[Customer Service Representative II / Administrative Assistant II]	[Accounting Technician II / Administrative Technician II]	Secretary	[Senior Accounts Representative / Administrative Assistant]	Customer Service Representative II	Administrative / Customer Service Specialist	[Accounting Assistant I / Office Assistant II]	[Account Clerk / Secretary II]	[Customer Service Representative II / Administrative Assistant]	[Customer Services Technician II / Administrative Services Technician I]	[Accounting Technician / Administrative Clerk II]	[Customer Service Representative / Accounting / Administrative Assistant]	
Top Monthly Salary	\$ 4,344	\$ 4,893	\$ 5,345	\$ 3,820	\$ 5,720	\$ 4,096	\$ 4,679	\$ 4,500	\$ 6,372	\$ 5,305	\$ 4,919	\$ 4,736	\$ 5,069	
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60	2.5%@55	2%@55	2.7@55	2%@55	2%@60	2.7%@55	2%@55	2.5%@55	3%@60
	Enhanced Formula Cost	\$ 276	\$ 132	\$ 80	\$ 57	\$ 280	\$ 111	\$ 299	\$ 122	\$ 96	\$ 340	\$ 133	\$ 232	\$ 375
	Classic Other Retirement Contrib	\$ -109								\$ -223				
	ER Paid Member Contrib						\$ 287	\$ 374			\$ 29			
	Calc Classic EPMC as Spec Comp							\$ 30						
	Single Highest Year	\$ 26				\$ 34	\$ 20	\$ 28	\$ 23			\$ 25		
	Social Security	\$ 269	\$ 303	\$ 331			\$ 254			\$ 395	\$ 329	\$ 305	\$ 294	\$ 314
	Deferred Compensation		\$ 24											
Other Ret.														
Insurance	Cafeteria							\$ 2,076						
	Health	\$ 2,399	\$ 1,866	\$ 2,046	\$ 2,169	\$ 2,182	\$ 2,730		\$ 1,431	\$ 2,044	\$ 2,482	\$ 2,400	\$ 2,021	\$ 1,565
	Dental	\$ 207	\$ 123	\$ 95	\$ 172	\$ 123	\$ 106	\$ 112	\$ 168	\$ 166	\$ 142	\$ 123	\$ 146	
	Vision	\$ 22	\$ 24	\$ 19		\$ 24	\$ 16	\$ 7	\$ 12		\$ 24	\$ 17	\$ 29	\$ 34
	Life	\$ 11	\$ 15	\$ 24	\$ 15	\$ 14	\$ 26	\$ 12	\$ 7	\$ 4	\$ 16	\$ 61	\$ 16	
	LTD	\$ 35	\$ 23	\$ 29			\$ 38		\$ 24	\$ 23	\$ 18	\$ 24	\$ 16	
	STD/SDI		\$ 23	\$ 10			\$ 28					\$ 3	\$ 2	
	Other Ins.													
Leaves	Vacation	\$ 251	\$ 282	\$ 555	\$ 287	\$ 319	\$ 252	\$ 270	\$ 260	\$ 368	\$ 306	\$ 284	\$ 273	\$ 292
	Holidays	\$ 184	\$ 245	\$ 267	\$ 147	\$ 297	\$ 189	\$ 216	\$ 208	\$ 368	\$ 245	\$ 246	\$ 200	\$ 273
	Admin Leave										\$ 85		\$ 58	
Allow	Auto													
Benefit Package Total	\$ 3,574	\$ 3,061	\$ 3,457	\$ 2,846	\$ 3,273	\$ 4,056	\$ 3,425	\$ 2,254	\$ 3,240	\$ 3,930	\$ 3,706	\$ 3,229	\$ 2,912	

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency		Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District
Benchmark/ Comparator Agency Match		Chief Plant Operator	N/C	Senior Supervisor Water / Wastewater	Chief Water Treatment Plant Operator V	N/C	N/C	Senior Utility Service Worker	Chief Plant Operator	Senior Stationary Engineer, Sewage Plant	Chief Plant Operator	N/C	N/C	Water Operator II
Top Monthly Salary		\$ 6,483		\$ 8,292	\$ 7,209			\$ 7,247	\$ 8,347	\$ 9,939	\$ 9,771			\$ 6,699
Retirement	Classic	2.7%@55		2%@60	2%@60			2.7@55	2%@55	2%@60	2.7%@55			3%@60
	Enhanced Formula Cost	\$ 415		\$ 124	\$ 108			\$ 464	\$ 225	\$ 149	\$ 625			\$ 496
	Classic Other Retirement Contrib	\$ -162								\$ -398				
	ER Paid Member Contrib							\$ 580			\$ 54			
	Calc Classic EPMC as Spec Comp							\$ 46						
	Single Highest Year	\$ 39						\$ 43	\$ 42					
	Social Security	\$ 402		\$ 514						\$ 616	\$ 606			\$ 415
Deferred Compensation														
Other Ret.														
Insurance	Cafeteria							\$ 2,076						
	Health	\$ 2,399		\$ 2,046	\$ 2,169				\$ 1,789	\$ 2,044	\$ 2,482			\$ 1,565
	Dental	\$ 207		\$ 95	\$ 172			\$ 112	\$ 210	\$ 166	\$ 142			
	Vision	\$ 22		\$ 19				\$ 7	\$ 15		\$ 24			\$ 34
	Life	\$ 11		\$ 38	\$ 15			\$ 12	\$ 9		\$ 16			
	LTD	\$ 35		\$ 46					\$ 45	\$ 30	\$ 18			
	STD/SDI			\$ 16										
Other Ins.														
Leaves	Vacation	\$ 374		\$ 861	\$ 541			\$ 418	\$ 482	\$ 573	\$ 564			\$ 386
	Holidays	\$ 274		\$ 415	\$ 277			\$ 335	\$ 385	\$ 612	\$ 451			\$ 361
	Admin Leave													\$ 77
Allow	Auto				\$ 450									
Benefit Package Total		\$ 4,017	\$ 0	\$ 4,173	\$ 3,732	\$ 0	\$ 0	\$ 4,093	\$ 3,202	\$ 3,793	\$ 4,981	\$ 0	\$ 0	\$ 3,334

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District
Benchmark/ Comparator Agency Match	Collection and Distribution System Operator II	[Distribution II / Utility II]	Distribution Worker II	Maintenance Worker I	N/C	Water Services Worker II / Utility II	Utility Services Worker	Utility Worker II	Utility Plumber	Underground Water / Sewer Repair II	[Utility Worker II Distribution / Utility Worker II Collection]	Maintenance Worker II	N/C
Top Monthly Salary	\$ 4,543	\$ 5,401	\$ 5,345	\$ 3,631		\$ 3,957	\$ 6,589	\$ 4,911	\$ 9,438	\$ 5,845	\$ 4,886	\$ 5,677	
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60		2%@55	2.7@55	2%@55	2%@60	2.7%@55	2%@55	2.5%@55
	Enhanced Formula Cost	\$ 291	\$ 146	\$ 80	\$ 54		\$ 107	\$ 422	\$ 133	\$ 142	\$ 374	\$ 132	\$ 278
	Classic Other Retirement Contrib	\$ -114								\$ -330			
	ER Paid Member Contrib						\$ 277	\$ 527		\$ 32			
	Calc Classic EPMC as Spec Comp							\$ 42					
	Single Highest Year	\$ 27					\$ 20	\$ 40	\$ 25		\$ 24		
	Social Security	\$ 282	\$ 335	\$ 331			\$ 245			\$ 585	\$ 362	\$ 303	\$ 352
	Deferred Compensation		\$ 27										
Other Ret.													
Insurance	Cafeteria						\$ 2,076						
	Health	\$ 2,399	\$ 1,866	\$ 2,046	\$ 2,169		\$ 2,730		\$ 1,431	\$ 2,044	\$ 2,482	\$ 2,400	\$ 2,021
	Dental	\$ 207	\$ 123	\$ 95	\$ 172		\$ 106	\$ 112	\$ 168	\$ 166	\$ 142	\$ 123	\$ 146
	Vision	\$ 22	\$ 24	\$ 19	\$ 19		\$ 16	\$ 7	\$ 12		\$ 24	\$ 17	\$ 29
	Life	\$ 11	\$ 16	\$ 24	\$ 15		\$ 25	\$ 12	\$ 7		\$ 16	\$ 61	\$ 19
	LTD		\$ 26	\$ 29			\$ 38		\$ 27	\$ 30	\$ 18	\$ 23	\$ 19
	STD/SDI		\$ 26	\$ 10			\$ 28					\$ 3	\$ 2
	Other Ins.												
Leaves	Vacation	\$ 262	\$ 312	\$ 555	\$ 272		\$ 244	\$ 380	\$ 283	\$ 545	\$ 337	\$ 282	\$ 328
	Holidays	\$ 192	\$ 270	\$ 267	\$ 140		\$ 183	\$ 304	\$ 227	\$ 581	\$ 270	\$ 244	\$ 240
	Admin Leave										\$ 85		
Allow	Auto												
Benefit Package Total		\$ 3,580	\$ 3,170	\$ 3,457	\$ 2,822	\$ 0	\$ 4,017	\$ 3,922	\$ 2,312	\$ 3,762	\$ 4,057	\$ 3,698	\$ 3,434

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District	
Benchmark/ Comparator Agency Match	Collections and Distribution Lead	[Distribution III / Utility III]	Distribution Worker IV	Maintenance Worker II	N/C	O&M / Construction Foreman	N/C	Utility Worker III	N/C	Underground Water / Sewer Repair Lead	Distribution Foreman	N/C	N/C	
	Top Monthly Salary	\$ 5,666	\$ 6,401	\$ 6,497	\$ 4,198	\$ 6,060		\$ 5,402		\$ 6,658	\$ 6,614			
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60		2%@55	2%@55		2.7%@55	2%@55			
	Enhanced Formula Cost	\$ 363	\$ 173	\$ 97	\$ 63		\$ 164	\$ 146		\$ 426	\$ 179			
	Classic Other Retirement Contrib	\$ -142												
	ER Paid Member Contrib						\$ 424			\$ 37				
	Calc Classic EPMC as Spec Comp													
	Single Highest Year	\$ 34					\$ 30	\$ 27			\$ 33			
	Social Security	\$ 351	\$ 397	\$ 403			\$ 376			\$ 413	\$ 410			
	Deferred Compensation		\$ 32											
Other Ret.														
Insurance	Cafeteria													
	Health	\$ 2,399	\$ 1,866	\$ 2,046	\$ 2,169	\$ 2,730		\$ 1,431		\$ 2,482	\$ 2,400			
	Dental	\$ 207	\$ 123	\$ 95	\$ 172	\$ 106		\$ 168		\$ 142	\$ 123			
	Vision	\$ 22	\$ 24	\$ 19	\$ 15	\$ 16		\$ 12		\$ 24	\$ 17			
	Life	\$ 11	\$ 19	\$ 30	\$ 15	\$ 38		\$ 7		\$ 16	\$ 83			
	LTD	\$ 35	\$ 31	\$ 36		\$ 38		\$ 29		\$ 18	\$ 32			
	STD/SDI		\$ 31	\$ 12		\$ 28					\$ 5			
	Other Ins.													
Leaves	Vacation	\$ 327	\$ 369	\$ 675	\$ 315	\$ 373		\$ 312		\$ 384	\$ 382			
	Holidays	\$ 240	\$ 320	\$ 325	\$ 161	\$ 280		\$ 249		\$ 307	\$ 331			
	Admin Leave										\$ 114			
Allow	Auto													
Benefit Package Total		\$ 3,848	\$ 3,385	\$ 3,737	\$ 2,895	\$ 0	\$ 4,602	\$ 0	\$ 2,381	\$ 0	\$ 4,249	\$ 4,107	\$ 0	\$ 0

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District
Benchmark/ Comparator Agency Match	Finance Clerk (Accountant)	Accountant	Accountant I	Accountant	Full Charge Bookkeeper	[Finance Manager / Administrative Services Manager II]	Accounting Technician I	Accounting Supervisor	Senior Account Clerk	Accounting Supervisor	Senior Accounting Technician	Accountant	N/C
Top Monthly Salary	\$ 5,564	\$ 7,295	\$ 6,497	\$ 4,994	\$ 6,658	\$ 7,698	\$ 5,743	\$ 7,386	\$ 6,108	\$ 7,402	\$ 6,947	\$ 6,492	
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60	2.5%@55	2%@55	2.7@55	2%@55	2%@60	2.7%@55	2%@55	2.5%@55
	Enhanced Formula Cost	\$ 356	\$ 197	\$ 97	\$ 75	\$ 326	\$ 208	\$ 368	\$ 199	\$ 92	\$ 474	\$ 188	\$ 318
	Classic Other Retirement Contrib	\$ -139								\$ -214			
	ER Paid Member Contrib						\$ 539	\$ 459		\$ 41			
	Calc Classic EPMC as Spec Comp							\$ 37					
	Single Highest Year	\$ 33				\$ 40	\$ 38	\$ 34	\$ 37		\$ 35		
	Social Security	\$ 345	\$ 452	\$ 403			\$ 477			\$ 379	\$ 459	\$ 431	\$ 403
	Deferred Compensation		\$ 36										
Other Ret.													
Insurance	Cafeteria						\$ 2,076						
	Health	\$ 2,399	\$ 1,866	\$ 2,046	\$ 2,169	\$ 2,182	\$ 2,730	\$ 1,789	\$ 2,044	\$ 2,482	\$ 2,400	\$ 2,021	
	Dental	\$ 207	\$ 123	\$ 95	\$ 172	\$ 123	\$ 106	\$ 112	\$ 210	\$ 166	\$ 142	\$ 123	\$ 146
	Vision	\$ 22	\$ 24	\$ 19	\$ 24	\$ 24	\$ 16	\$ 7	\$ 15	\$ 24	\$ 24	\$ 17	\$ 29
	Life	\$ 11	\$ 22	\$ 30	\$ 15	\$ 14	\$ 48	\$ 12	\$ 9	\$ 4	\$ 16	\$ 87	\$ 22
	LTD	\$ 35	\$ 35	\$ 36			\$ 38		\$ 40	\$ 22	\$ 18	\$ 33	\$ 21
	STD/SDI		\$ 35	\$ 12			\$ 28					\$ 5	\$ 2
	Other Ins.												
Leaves	Vacation	\$ 321	\$ 421	\$ 675	\$ 375	\$ 371	\$ 474	\$ 331	\$ 426	\$ 352	\$ 427	\$ 401	\$ 524
	Holidays	\$ 235	\$ 365	\$ 325	\$ 192	\$ 346	\$ 355	\$ 265	\$ 341	\$ 352	\$ 342	\$ 347	\$ 300
	Admin Leave						\$ 148		\$ 142		\$ 120		
Allow	Auto												
Benefit Package Total	\$ 3,827	\$ 3,576	\$ 3,737	\$ 2,997	\$ 3,426	\$ 5,205	\$ 3,702	\$ 3,208	\$ 3,198	\$ 4,424	\$ 4,186	\$ 3,786	\$ 0

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District
Benchmark/ Comparator Agency Match	Maintenance Mechanic II	N/C	Mechanic II	N/C	N/C	Operations / Maintenance Utility II / Equipment Mechanic	N/C	Equipment Mechanic	General Utility Mechanic	Vehicle & Heavy Equipment Mechanic II	Equipment Mechanic	Fleet Equipment Technician	N/C
Top Monthly Salary	\$ 4,543		\$ 6,497			\$ 4,813		\$ 6,037	\$ 8,184	\$ 6,397	\$ 5,704	\$ 6,508	
Retirement	Classic	2.7%@55	2%@60			2%@55		2%@55	2%@60	2.7%@55	2%@55	2.5%@55	
	Enhanced Formula Cost	\$ 291	\$ 97			\$ 130		\$ 163	\$ 123	\$ 409	\$ 154	\$ 319	
	Classic Other Retirement Contrib	\$ -114							\$ -286				
	ER Paid Member Contrib					\$ 337				\$ 35			
	Calc Classic EPMC as Spec Comp												
	Single Highest Year	\$ 27				\$ 24		\$ 30			\$ 29		
	Social Security	\$ 282		\$ 403		\$ 298			\$ 507	\$ 397	\$ 354	\$ 403	
	Deferred Compensation												
Other Ret.													
Insurance	Cafeteria												
	Health	\$ 2,399	\$ 2,046			\$ 2,730		\$ 1,431	\$ 2,044	\$ 2,482	\$ 2,400	\$ 2,021	
	Dental	\$ 207	\$ 95			\$ 106		\$ 168	\$ 166	\$ 142	\$ 123	\$ 146	
	Vision	\$ 22	\$ 19			\$ 16		\$ 12	\$ 12	\$ 24	\$ 17	\$ 29	
	Life	\$ 11	\$ 30			\$ 30		\$ 7		\$ 16	\$ 71	\$ 22	
	LTD	\$ 35	\$ 36			\$ 38		\$ 33	\$ 30	\$ 18	\$ 27	\$ 21	
	STD/SDI		\$ 12			\$ 28					\$ 4	\$ 2	
	Other Ins.												
Leaves	Vacation	\$ 262	\$ 675			\$ 296		\$ 348	\$ 472	\$ 369	\$ 329	\$ 375	
	Holidays	\$ 192	\$ 325			\$ 222		\$ 279	\$ 504	\$ 295	\$ 285	\$ 275	
	Admin Leave										\$ 99		
Allow	Auto												
Benefit Package Total	\$ 3,616	\$ 0	\$ 3,737	\$ 0	\$ 0	\$ 4,255	\$ 0	\$ 2,471	\$ 3,560	\$ 4,187	\$ 3,892	\$ 3,615	\$ 0

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency		Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District
Benchmark/ Comparator Agency Match		Office Manager (Administrative Services Manager)	HR / Office Manager	N/C	Administrative Assistant	N/C	[Administrative Services Manager II / Finance Manager]	N/C	[Director of Administration / District Secretary]	N/C	Executive Services Manager	N/C	Executive Secretary of the Board	Finance Officer / Board Secretary
	Top Monthly Salary	\$ 6,101	\$ 10,235		\$ 3,994		\$ 7,698		\$ 9,280		\$ 9,801		\$ 7,299	\$ 7,774
Retirement	Classic	2.7%@55	2%@55		2%@60		2%@55		2%@55		2.7%@55		2.5%@55	3%@60
	Enhanced Formula Cost	\$ 390	\$ 276		\$ 60		\$ 208		\$ 251		\$ 627		\$ 358	\$ 575
	Classic Other Retirement Contrib	\$ -153												
	ER Paid Member Contrib						\$ 539				\$ 54			
	Calc Classic EPMC as Spec Comp													
	Single Highest Year	\$ 37					\$ 38		\$ 46					
	Social Security	\$ 378	\$ 635				\$ 477				\$ 608		\$ 453	\$ 482
Deferred Compensation														
Other Ret.														
Insurance	Cafeteria													
	Health	\$ 2,399	\$ 1,866		\$ 2,169		\$ 2,730		\$ 1,789		\$ 2,482		\$ 2,021	\$ 1,565
	Dental	\$ 207	\$ 123		\$ 172		\$ 106		\$ 210		\$ 142		\$ 146	
	Vision	\$ 22	\$ 24				\$ 16		\$ 15		\$ 24		\$ 29	\$ 34
	Life	\$ 11	\$ 31		\$ 15		\$ 48		\$ 9		\$ 29		\$ 25	
	LTD	\$ 35	\$ 49				\$ 38		\$ 50		\$ 53		\$ 24	
	STD/SDI		\$ 49				\$ 28				\$ 16		\$ 2	
Other Ins.														
Leaves	Vacation	\$ 352	\$ 590		\$ 300		\$ 474		\$ 535		\$ 565		\$ 590	\$ 449
	Holidays	\$ 258	\$ 512		\$ 154		\$ 355		\$ 428		\$ 429		\$ 337	\$ 419
	Admin Leave	\$ 117	\$ 315				\$ 148		\$ 178					\$ 90
Allow	Auto													
Benefit Package Total		\$ 4,056	\$ 4,470	\$ 0	\$ 2,869	\$ 0	\$ 5,205	\$ 0	\$ 3,512	\$ 0	\$ 5,029	\$ 0	\$ 3,983	\$ 3,613

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District	
Benchmark/ Comparator Agency Match	Operations Manager	[Operations Manager / Water Treatment Supervisor / Wastewater Supervisor]	Director of Operations	Operations Superintendent	Utility Supervisor	Superintendent	Utilities Operations Manager	Director of Field Operations	Maintenance Manager	[Manager of Field Operations / Manager of Plant Operations]	Operations Manager	[Water Treatment Department Manager / Water Operations Manager]	Water & Sewer Operations Manager	
Top Monthly Salary	\$ 6,916	\$ 10,336	\$ 11,925	\$ 6,680	\$ 7,793	\$ 8,194	\$ 12,439	\$ 11,744	\$ 11,191	\$ 12,302	\$ 11,383	\$ 10,219	\$ 8,483	
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60	2.5%@55	2%@55	2.7@55	2%@55	2%@60	2.7%@55	2%@55	2.5%@55	3%@60
	Enhanced Formula Cost	\$ 443	\$ 279	\$ 179	\$ 100	\$ 382	\$ 221	\$ 796	\$ 317	\$ 168	\$ 787	\$ 307	\$ 501	\$ 628
	Classic Other Retirement Contrib	\$ -173								\$ -448				
	ER Paid Member Contrib						\$ 574	\$ 995		\$ 68				
	Calc Classic EPMC as Spec Comp							\$ 80						
	Single Highest Year	\$ 42				\$ 47	\$ 41	\$ 75	\$ 59		\$ 57			
	Social Security	\$ 429	\$ 641	\$ 687			\$ 508			\$ 687	\$ 687	\$ 687	\$ 634	\$ 526
	Deferred Compensation			\$ 333										
Other Ret.														
Insurance	Cafeteria							\$ 2,076						
	Health	\$ 2,399	\$ 1,866	\$ 2,046	\$ 2,169	\$ 2,182	\$ 2,730		\$ 1,789	\$ 2,044	\$ 2,482	\$ 2,400	\$ 2,021	\$ 1,565
	Dental	\$ 207	\$ 123	\$ 95	\$ 172	\$ 123	\$ 106	\$ 112	\$ 210	\$ 166	\$ 142	\$ 123	\$ 146	
	Vision	\$ 22	\$ 24	\$ 19		\$ 24	\$ 16	\$ 7	\$ 15		\$ 24	\$ 17	\$ 29	\$ 34
	Life	\$ 11	\$ 31	\$ 48	\$ 15	\$ 14	\$ 51	\$ 12	\$ 9	\$ 4	\$ 37	\$ 142	\$ 28	
	LTD	\$ 35	\$ 50	\$ 62			\$ 38		\$ 61	\$ 37	\$ 66	\$ 36	\$ 34	
	STD/SDI		\$ 50	\$ 22			\$ 28				\$ 20	\$ 8	\$ 2	
	Other Ins.													
Leaves	Vacation	\$ 399	\$ 596	\$ 1,238	\$ 501	\$ 435	\$ 504	\$ 718	\$ 678	\$ 646	\$ 710	\$ 657	\$ 825	\$ 489
	Holidays	\$ 293	\$ 517	\$ 596	\$ 257	\$ 405	\$ 378	\$ 574	\$ 542	\$ 689	\$ 538	\$ 569	\$ 472	\$ 457
	Admin Leave ¹	\$ 133	\$ 318	\$ 229					\$ 226			\$ 197		\$ 98
Allow	Auto		\$ 500	\$ 450	\$ 450			\$ 571						
Benefit Package Total		\$ 4,240	\$ 4,994	\$ 6,004	\$ 3,664	\$ 3,611	\$ 5,195	\$ 6,015	\$ 3,905	\$ 3,992	\$ 5,561	\$ 5,200	\$ 4,691	\$ 3,796

N/C - Non Comparator
1 - San Francisco Public Utilities Commission: May earn up to 100 hrs of admin leave per year for management

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District	
Benchmark/ Comparator Agency Match	Operations Superintendent	[Construction Supervisor / Distribution-Canal Supervisor / Wastewater Supervisor / Water Treatment Supervisor]	Senior Supervisor Distribution & Collections	Field Maintenance Supervisor	N/C	N/C	Utilities Field Operations Supervisor	Utility Supervisor	Utility Plumber Supervisor I	N/C	Construction & Maintenance Superintendent	Crew Supervisor	N/C	
Top Monthly Salary		\$ 8,671	\$ 8,292	\$ 4,848			\$ 7,972	\$ 7,571	\$ 10,615		\$ 6,947	\$ 6,868		
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60		2.7@55	2%@55	2%@60		2%@55	2.5%@55		
	Enhanced Formula Cost		\$ 234	\$ 124	\$ 73		\$ 510	\$ 204	\$ 159		\$ 188	\$ 337		
	Classic Other Retirement Contrib								\$ -425					
	ER Paid Member Contrib						\$ 638							
	Calc Classic EPMC as Spec Comp						\$ 51							
	Single Highest Year						\$ 48	\$ 38			\$ 35			
	Social Security		\$ 538	\$ 514					\$ 658		\$ 431	\$ 426		
	Deferred Compensation													
Insurance	Other Ret.													
	Cafeteria						\$ 2,076							
	Health		\$ 1,866	\$ 2,046	\$ 2,169			\$ 1,789	\$ 2,044		\$ 2,400	\$ 2,021		
	Dental		\$ 123	\$ 95	\$ 172		\$ 112	\$ 210	\$ 166		\$ 123	\$ 146		
	Vision		\$ 24	\$ 19			\$ 7	\$ 15			\$ 17	\$ 29		
	Life		\$ 26	\$ 38	\$ 15		\$ 12	\$ 9			\$ 87	\$ 23		
	LTD		\$ 42	\$ 46				\$ 41	\$ 30		\$ 33	\$ 23		
	STD/SDI		\$ 42	\$ 16							\$ 5	\$ 2		
Leaves	Other Ins.													
	Vacation		\$ 500	\$ 861	\$ 364		\$ 460	\$ 437	\$ 612		\$ 401	\$ 396		
	Holidays		\$ 434	\$ 415	\$ 186		\$ 368	\$ 349	\$ 653		\$ 347	\$ 291		
Allow	Admin Leave										\$ 120			
	Auto				\$ 450						\$ 450			
Benefit Package Total		\$ 0	\$ 3,828	\$ 4,173	\$ 3,428	\$ 0	\$ 0	\$ 4,282	\$ 3,092	\$ 3,899	\$ 0	\$ 4,636	\$ 3,693	\$ 0

Groveland Community Services District - Benefit Detail
April 1, 2019

Agency	Groveland Community Services District	Amador Water Agency	Calaveras County Water District	Clear Creek Community Services District	Hidden Valley Lake Community Services District	Humboldt Community Services District	Northstar Community Services District	Rancho Murieta Community Services District	San Francisco Public Utilities Commission	South Tahoe Public Utility District	Tuolumne Utilities District	Turlock Irrigation District	Twain Harte Community Services District
Benchmark/ Comparator Agency Match	Water / Wastewater Operator II	[Plant Operator II / Wastewater Operator II]	Water / Wastewater Plant Operator II	Treatment Plant Operator II	Utility Operator II	N/C	N/C	Plant Operator II	Stationary Engineer, Water Treatment Plant	[Operator I / Operator III]	[Water Treatment Plant Operator II / Wastewater Treatment Operator III]	Sewer / Water Treatment Technician	Water Operator I
Top Monthly Salary	\$ 4,746	\$ 6,191	\$ 5,893	\$ 3,562	\$ 6,051			\$ 5,977	\$ 8,779	\$ 6,286	\$ 5,637	\$ 6,755	\$ 5,358
Retirement	Classic	2.7%@55	2%@55	2%@60	2%@60	2.5%@55		2%@55	2%@60	2.7%@55	2%@55	2.5%@55	3%@60
	Enhanced Formula Cost	\$ 304	\$ 167	\$ 88	\$ 53	\$ 297		\$ 161	\$ 132	\$ 402	\$ 152	\$ 331	\$ 397
	Classic Other Retirement Contrib	\$ -119							\$ -307				
	ER Paid Member Contrib									\$ 35			
	Calc Classic EPMC as Spec Comp												
	Single Highest Year	\$ 28				\$ 36		\$ 30			\$ 28		
	Social Security	\$ 294	\$ 384	\$ 365					\$ 544	\$ 390	\$ 349	\$ 419	\$ 332
	Deferred Compensation		\$ 31										
Insurance	Other Ret.												
	Cafeteria												
	Health	\$ 2,399	\$ 1,866	\$ 2,046	\$ 2,169	\$ 2,182		\$ 1,431	\$ 2,044	\$ 2,482	\$ 2,400	\$ 2,021	\$ 1,565
	Dental	\$ 207	\$ 123	\$ 95	\$ 172	\$ 123		\$ 168	\$ 166	\$ 142	\$ 123	\$ 146	
	Vision	\$ 22	\$ 24	\$ 19		\$ 24		\$ 12		\$ 24	\$ 17	\$ 29	\$ 34
	Life	\$ 11	\$ 19	\$ 27	\$ 15	\$ 14		\$ 7		\$ 16	\$ 70	\$ 23	
	LTD	\$ 35	\$ 30	\$ 32				\$ 32	\$ 30	\$ 18	\$ 27	\$ 22	
	STD/SDI		\$ 30	\$ 11							\$ 4	\$ 2	
Leaves	Other Ins.												
	Vacation	\$ 274	\$ 357	\$ 612	\$ 267	\$ 337		\$ 345	\$ 506	\$ 363	\$ 325	\$ 390	\$ 309
	Holidays	\$ 201	\$ 310	\$ 295	\$ 137	\$ 314		\$ 276	\$ 540	\$ 290	\$ 282	\$ 286	\$ 289
Allow	Admin Leave										\$ 98		\$ 62
	Auto												
Benefit Package Total	\$ 3,658	\$ 3,340	\$ 3,591	\$ 2,813	\$ 3,327	\$ 0	\$ 0	\$ 2,463	\$ 3,656	\$ 4,161	\$ 3,876	\$ 3,668	\$ 2,987

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
April 1, 2019

Administrative Services Technician II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission ⁶	[Account Clerk / Secretary II]	\$ 6,372	\$ 3,240	\$ 9,612	7/1/2018	unknown	unknown
2	South Tahoe Public Utility District ⁷	[Customer Service Representative II / Administrative Assistant]	\$ 5,305	\$ 3,930	\$ 9,235	6/28/2018	6/27/2019	2.50%
3	Hidden Valley Lake Community Services	[Senior Accounts Representative / Administrative Assistant]	\$ 5,720	\$ 3,273	\$ 8,993	7/1/2018	unknown	unknown
4	Calaveras County Water District ²	[Accounting Technician II / Administrative Technician II]	\$ 5,345	\$ 3,457	\$ 8,802	7/1/2018	7/1/2019	2.00%
5	Tuolumne Utilities District ⁸	[Customer Services Technician II / Administrative Services Technician I]	\$ 4,919	\$ 3,706	\$ 8,625	11/26/2018	7/1/2019	1.50%
6	Humboldt Community Services District	Customer Service Representative II	\$ 4,096	\$ 4,056	\$ 8,152	7/1/2018	7/1/2019	unknown
7	Northstar Community Services District	Administrative/Customer Service Specialist	\$ 4,679	\$ 3,425	\$ 8,104	7/31/2018	unknown	unknown
8	Twain Harte Community Services District ¹⁰	[Customer Service Representative / Accounting/Administrative Assistant]	\$ 5,069	\$ 2,912	\$ 7,981	7/1/2018	7/1/2019	1.00%
9	Turlock Irrigation District ⁹	[Accounting Technician / Administrative Clerk II]	\$ 4,736	\$ 3,229	\$ 7,965	1/1/2019	1/1/2020	3.00%
10	Amador Water Agency ¹	[Customer Service Representative II / Administrative Assistant II]	\$ 4,893	\$ 3,061	\$ 7,954	7/1/2018	7/1/2019	2.00%
11	Groveland Community Services District	Administrative Services Technician II	\$ 4,344	\$ 3,574	\$ 7,918	7/1/2016	unknown	unknown
12	Rancho Murieta Community Services	[Accounting Assistant I / Office Assistant II]	\$ 4,500	\$ 2,254	\$ 6,754	1/1/2019	1/1/2020	2.75%
13	Clear Creek Community Services District ³	Secretary	\$ 3,820	\$ 2,846	\$ 6,667	7/1/2018	7/1/2019	max 3%

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 4,955	\$ 8,237
% Groveland Community Services District Above/Below	-14.1%	-4.0%
Median of Comparators	\$ 4,906	\$ 8,128
% Groveland Community Services District Above/Below	-12.9%	-2.7%
Number of Matches	12	12

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - Calaveras County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

3 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

4 - Hidden Valley Lake Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

5 - Rancho Murieta Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

6 - San Francisco Public Utilities Commission: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

7 - South Tahoe Public Utility District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

8 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

9 - Turlock Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

10 - Twain Harte Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
April 1, 2019

Chief Plant Operator								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	South Tahoe Public Utility District	Chief Plant Operator	\$ 9,771	\$ 4,981	\$ 14,752	6/28/2018	6/27/2019	2.50%
2	San Francisco Public Utilities Commission	Senior Stationary Engineer, Sewage Plant	\$ 9,939	\$ 3,793	\$ 13,732	7/1/2018	unknown	unknown
3	Calaveras County Water District	Senior Supervisor Water / Wastewater	\$ 8,292	\$ 4,173	\$ 12,465	7/1/2018	1/1/2020	2.00%
4	Rancho Murieta Community Services District	Chief Plant Operator	\$ 8,347	\$ 3,202	\$ 11,549	8/15/2018	unknown	unknown
5	Northstar Community Services District ²	Senior Utility Service Worker	\$ 7,247	\$ 4,093	\$ 11,341	6/23/2018	5/1/2019	min 1.5 max 4%
6	Clear Creek Community Services District ¹	Chief Water Treatment Plant Operator V	\$ 7,209	\$ 3,732	\$ 10,941	7/1/2018	7/1/2019	max 3%
7	Groveland Community Services District	Chief Plant Operator	\$ 6,483	\$ 4,017	\$ 10,500	7/1/2016	unknown	unknown
8	Twain Harte Community Services District	Water Operator II	\$ 6,699	\$ 3,334	\$ 10,033	7/1/2018	7/1/2019	1.00%
9	Tuolumne Utilities District	N/C						
10	Hidden Valley Lake Community Services District	N/C						
11	Humboldt Community Services District	N/C						
12	Amador Water Agency	N/C						
13	Turlock Irrigation District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,215	\$ 12,116
% Groveland Community Services District Above/Below	-26.7%	-15.4%
Median of Comparators	\$ 8,292	\$ 11,549
% Groveland Community Services District Above/Below	-27.9%	-10.0%
Number of Matches	7	7

N/C - Non Comparator

1 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

2 - Northstar Community Services District: COLA determined by calculating percentage change in the CPI for April-April.

Collection and Distribution System Operator II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	Utility Plumber	\$ 9,438	\$ 3,762	\$ 13,200	7/1/2018	unknown	unknown
2	Northstar Community Services District ³	Utility Services Worker	\$ 6,589	\$ 3,922	\$ 10,510	6/23/2018	5/1/2019	min 1.5 max 4%
3	South Tahoe Public Utility District	Underground Water / Sewer Repair II	\$ 5,845	\$ 4,057	\$ 9,903	6/28/2018	6/27/2019	2.50%
4	Turlock Irrigation District	Maintenance Worker II	\$ 5,677	\$ 3,434	\$ 9,111	1/1/2019	1/1/2020	3.00%
5	Calaveras County Water District	Distribution Worker II	\$ 5,345	\$ 3,457	\$ 8,802	7/1/2018	1/1/2020	2.00%
6	Tuolumne Utilities District ⁴	[Utility Worker II Distribution / Utility Worker II Collection]	\$ 4,886	\$ 3,698	\$ 8,584	11/26/2018	7/1/2019	1.50%
7	Amador Water Agency ¹	[Distribution II / Utility II]	\$ 5,401	\$ 3,170	\$ 8,572	7/1/2018	7/1/2019	2.00%
8	Groveland Community Services District	Collection and Distribution System Operator II	\$ 4,543	\$ 3,580	\$ 8,123	7/1/2016	unknown	unknown
9	Humboldt Community Services District	Water Services Worker II / Utility II	\$ 3,957	\$ 4,017	\$ 7,975	7/1/2018	7/1/2019	unknown
10	Rancho Murieta Community Services District	Utility Worker II	\$ 4,911	\$ 2,312	\$ 7,223	1/1/2019	1/1/2020	2.75%
11	Clear Creek Community Services District ²	Maintenance Worker I	\$ 3,631	\$ 2,822	\$ 6,453	7/1/2018	7/1/2019	max 3%
12	Hidden Valley Lake Community Services District	N/C						
13	Twain Harte Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,568	\$ 9,033
% Groveland Community Services District Above/Below	-22.6%	-11.2%
Median of Comparators	\$ 5,373	\$ 8,693
% Groveland Community Services District Above/Below	-18.3%	-7.0%
Number of Matches	10	10

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - Northstar Community Services District: COLA determined by calculating percentage change in the CPI for April-April.

4 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
 April 1, 2019

Collections and Distribution Lead								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	South Tahoe Public Utility District	Underground Water / Sewer Repair Lead	\$ 6,658	\$ 4,249	\$ 10,907	6/28/2018	6/27/2019	2.50%
2	Tuolumne Utilities District	Distribution Foreman	\$ 6,614	\$ 4,107	\$ 10,721	11/26/2018	7/1/2019	1.50%
3	Humboldt Community Services District	O&M / Construction Foreman	\$ 6,060	\$ 4,602	\$ 10,661	7/1/2018	7/1/2019	unknown
4	Calaveras County Water District	Distribution Worker IV	\$ 6,497	\$ 3,737	\$ 10,234	7/1/2018	1/1/2020	2.00%
5	Amador Water Agency ¹	[Distribution III / Utility III]	\$ 6,401	\$ 3,385	\$ 9,786	7/1/2018	7/1/2019	2.00%
6	Groveland Community Services District	Collections and Distribution Lead	\$ 5,666	\$ 3,848	\$ 9,514	7/1/2016	unknown	unknown
7	Rancho Murieta Community Services District	Utility Worker III	\$ 5,402	\$ 2,381	\$ 7,783	1/1/2019	1/1/2020	2.75%
8	Clear Creek Community Services District ²	Maintenance Worker II	\$ 4,198	\$ 2,895	\$ 7,093	7/1/2018	7/1/2019	max 3%
9	San Francisco Public Utilities Commission	N/C						
10	Turlock Irrigation District	N/C						
11	Twain Harte Community Services District	N/C						
12	Hidden Valley Lake Community Services District	N/C						
13	Northstar Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 5,976	\$ 9,598
% Groveland Community Services District Above/Below	-5.5%	-0.9%
Median of Comparators	\$ 6,401	\$ 10,234
% Groveland Community Services District Above/Below	-13.0%	-7.6%
Number of Matches	7	7

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is an average of the matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
April 1, 2019

Finance Clerk (Accountant)								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Humboldt Community Services District ²	[Finance Manager / Administrative Services Manager II]	\$ 7,698	\$ 5,205	\$ 12,903	7/1/2018	7/1/2019	unknown
2	South Tahoe Public Utility District	Accounting Supervisor	\$ 7,402	\$ 4,424	\$ 11,825	6/28/2018	6/27/2019	2.50%
3	Tuolumne Utilities District	Senior Accounting Technician	\$ 6,947	\$ 4,186	\$ 11,133	11/26/2018	7/1/2019	1.50%
4	Amador Water Agency	Accountant	\$ 7,295	\$ 3,576	\$ 10,871	7/1/2018	7/1/2019	2.00%
5	Rancho Murieta Community Services District	Accounting Supervisor	\$ 7,386	\$ 3,208	\$ 10,594	8/15/2018	unknown	unknown
6	Turlock Irrigation District	Accountant	\$ 6,492	\$ 3,786	\$ 10,278	1/1/2019	1/1/2020	3.00%
7	Calaveras County Water District	Accountant I	\$ 6,497	\$ 3,737	\$ 10,234	7/1/2018	1/1/2020	2.00%
8	Hidden Valley Lake Community Services District	Full Charge Bookkeeper	\$ 6,658	\$ 3,426	\$ 10,084	7/1/2018	unknown	unknown
9	Northstar Community Services District	Accounting Technician I	\$ 5,743	\$ 3,702	\$ 9,445	7/31/2018	unknown	unknown
10	Groveland Community Services District	Finance Clerk (Accountant)	\$ 5,564	\$ 3,827	\$ 9,391	7/1/2016	unknown	unknown
11	San Francisco Public Utilities Commission	Senior Account Clerk	\$ 6,108	\$ 3,198	\$ 9,306	7/1/2018	unknown	unknown
12	Clear Creek Community Services District ¹	Accountant	\$ 4,994	\$ 2,997	\$ 7,991	3/29/2018	7/1/2019	max 3%
13	Twain Harte Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,656	\$ 10,424
% Groveland Community Services District Above/Below	-19.6%	-11.0%
Median of Comparators	\$ 6,658	\$ 10,278
% Groveland Community Services District Above/Below	-19.7%	-9.4%
Number of Matches	11	11

N/C - Non Comparator

1 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

2 - Humboldt Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
 April 1, 2019

Maintenance Mechanic II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	General Utility Mechanic	\$ 8,184	\$ 3,560	\$ 11,744	7/1/2018	unknown	unknown
2	South Tahoe Public Utility District	Vehicle & Heavy Equipment Mechanic II	\$ 6,397	\$ 4,187	\$ 10,584	6/28/2018	6/27/2019	2.50%
3	Calaveras County Water District	Mechanic II	\$ 6,497	\$ 3,737	\$ 10,234	7/1/2018	1/1/2020	2.00%
4	Turlock Irrigation District	Fleet Equipment Technician	\$ 6,508	\$ 3,615	\$ 10,122	1/1/2019	1/1/2020	3.00%
5	Tuolumne Utilities District	Equipment Mechanic	\$ 5,704	\$ 3,892	\$ 9,596	11/26/2018	7/1/2019	1.50%
6	Humboldt Community Services District	Operations / Maintenance Utility II / Equipment Mechanic	\$ 4,813	\$ 4,255	\$ 9,068	7/1/2018	7/1/2019	unknown
7	Rancho Murieta Community Services District	Equipment Mechanic	\$ 6,037	\$ 2,471	\$ 8,509	1/1/2019	1/1/2020	2.75%
8	Groveland Community Services District	Maintenance Mechanic II	\$ 4,543	\$ 3,616	\$ 8,159	7/1/2016	unknown	unknown
9	Amador Water Agency	N/C						
10	Northstar Community Services District	N/C						
11	Hidden Valley Lake Community Services District	N/C						
12	Twain Harte Community Services District	N/C						
13	Clear Creek Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,306	\$ 9,980
% Groveland Community Services District Above/Below	-38.8%	-22.3%
Median of Comparators	\$ 6,397	\$ 10,122
% Groveland Community Services District Above/Below	-40.8%	-24.1%
Number of Matches	7	7

N/C - Non Comparator

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
 April 1, 2019

Office Manager (Administrative Services Manager)								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	South Tahoe Public Utility District	Executive Services Manager	\$ 9,801	\$ 5,029	\$ 14,831	6/28/2018	6/27/2019	2.50%
2	Amador Water Agency	HR / Office Manager	\$ 10,235	\$ 4,470	\$ 14,705	10/25/2018	unknown	unknown
3	Humboldt Community Services District ²	[Administrative Services Manager II / Finance Manager]	\$ 7,698	\$ 5,205	\$ 12,903	7/1/2018	7/1/2019	unknown
4	Rancho Murieta Community Services District ³	[Director of Administration / District Secretary]	\$ 9,280	\$ 3,512	\$ 12,792	8/15/2018	unknown	unknown
5	Twain Harte Community Services District	Finance Officer / Board Secretary	\$ 7,774	\$ 3,613	\$ 11,387	7/1/2018	7/1/2019	1.00%
6	Turlock Irrigation District	Executive Secretary of the Board	\$ 7,299	\$ 3,983	\$ 11,282	1/1/2019	1/1/2020	3.00%
7	Groveland Community Services District	Office Manager (Administrative Services Manager)	\$ 6,101	\$ 4,056	\$ 10,157	7/1/2016	unknown	unknown
8	Clear Creek Community Services District ¹	Administrative Assistant	\$ 3,994	\$ 2,869	\$ 6,862	7/1/2018	7/1/2019	max 3%
9	Northstar Community Services District	N/C						
10	Hidden Valley Lake Community Services District	N/C						
11	Calaveras County Water District	N/C						
12	Tuolumne Utilities District	N/C						
13	San Francisco Public Utilities Commission	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,012	\$ 12,109
% Groveland Community Services District Above/Below	-31.3%	-19.2%
Median of Comparators	\$ 7,774	\$ 12,792
% Groveland Community Services District Above/Below	-27.4%	-25.9%
Number of Matches	7	7

N/C - Non Comparator

1 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

2 - Humboldt Community Services District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches. Next COLA increase dependent on board approval.

3 - Rancho Murieta Community Services District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
April 1, 2019

Operations Manager								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Northstar Community Services District	Utilities Operations Manager	\$ 12,439	\$ 6,015	\$ 18,454	1/1/2019	unknown	unknown
2	Calaveras County Water District	Director of Operations	\$ 11,925	\$ 6,004	\$ 17,929	7/1/2018	1/1/2020	2.00%
3	South Tahoe Public Utility District ³	[Manager of Field Operations / Manager of Plant Operations]	\$ 12,302	\$ 5,561	\$ 17,863	6/28/2018	6/27/2019	2.50%
4	Tuolumne Utilities District	Operations Manager	\$ 11,383	\$ 5,200	\$ 16,582	11/26/2018	7/1/2019	1.50%
5	Rancho Murieta Community Services District	Director of Field Operations	\$ 11,744	\$ 3,905	\$ 15,649	8/15/2018	unknown	unknown
6	Amador Water Agency ¹	[Operations Manager / Water Treatment Supervisor /Wastewater Supervisor]	\$ 10,336	\$ 4,994	\$ 15,330	10/25/2018	unknown	unknown
7	San Francisco Public Utilities Commission	Maintenance Manager	\$ 11,191	\$ 3,992	\$ 15,183	7/1/2018	unknown	unknown
8	Turlock Irrigation District ⁴	[Water Treatment Department Manager / Water Operations Manager]	\$ 10,219	\$ 4,691	\$ 14,910	1/1/2019	1/1/2020	3.00%
9	Humboldt Community Services District	Superintendent	\$ 8,194	\$ 5,195	\$ 13,389	7/1/2018	7/1/2019	unknown
10	Twain Harte Community Services District	Water & Sewer Operations Manager	\$ 8,483	\$ 3,796	\$ 12,279	7/1/2018	7/1/2019	1.00%
11	Hidden Valley Lake Community Services District	Utility Supervisor	\$ 7,793	\$ 3,611	\$ 11,404	7/1/2018	unknown	unknown
12	Groveland Community Services District	Operations Manager	\$ 6,916	\$ 4,240	\$ 11,156	7/1/2016	unknown	unknown
13	Clear Creek Community Services District ²	Operations Superintendent	\$ 6,680	\$ 3,664	\$ 10,344	7/1/2018	7/1/2019	max 3%

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 10,224	\$ 14,943
% Groveland Community Services District Above/Below	-47.8%	-33.9%
Median of Comparators	\$ 10,763	\$ 15,256
% Groveland Community Services District Above/Below	-55.6%	-36.8%
Number of Matches	12	12

N/C - Non Comparator

1 - Amador Water Agency: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - South Tahoe Public Utility District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is the higher of the matches.

4 - Turlock Irrigation District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is an average of the matches.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
 April 1, 2019

Operations Superintendent									
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase	
1	San Francisco Public Utilities Commission	Utility Plumber Supervisor I	\$ 10,615	\$ 3,899	\$ 14,514	7/1/2018	unknown	unknown	
2	Amador Water Agency ¹	[Construction Supervisor / Distribution-Canal Supervisor / Wastewater Supervisor / Water Treatment Supervisor]	\$ 8,671	\$ 3,828	\$ 12,499	10/25/2018	unknown	unknown	
3	Calaveras County Water District	Senior Supervisor Distribution & Collections	\$ 8,292	\$ 4,173	\$ 12,465	7/1/2018	1/1/2020	2.00%	
4	Northstar Community Services District ³	Utilities Field Operations Supervisor	\$ 7,972	\$ 4,282	\$ 12,254	6/23/2018	5/1/2019	min 1.5 max 4%	
5	Tuolumne Utilities District	Construction & Maintenance Superintendent	\$ 6,947	\$ 4,636	\$ 11,583	11/26/2018	7/1/2019	1.50%	
6	Rancho Murieta Community Services District	Utility Supervisor	\$ 7,571	\$ 3,092	\$ 10,663	8/15/2018	unknown	unknown	
7	Turlock Irrigation District	Crew Supervisor	\$ 6,868	\$ 3,693	\$ 10,561	1/1/2019	1/1/2020	3.00%	
8	Clear Creek Community Services District ²	Field Maintenance Supervisor	\$ 4,848	\$ 3,428	\$ 8,277	7/1/2018	7/1/2019	max 3%	
9	South Tahoe Public Utility District	N/C							
10	Hidden Valley Lake Community Services District	N/C							
11	Twain Harte Community Services District	N/C							
12	Humboldt Community Services District	N/C							
13	Groveland Community Services District	Operations Superintendent	\$ 0	\$ 0	\$ 0	unknown	unknown	unknown	

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,723	\$ 11,602
% Groveland Community Services District Above/Below		
Median of Comparators	\$ 7,772	\$ 11,919
% Groveland Community Services District Above/Below		
Number of Matches	8	8

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - Northstar Community Services District: COLA determined by calculating percentage change in the CPI for April-April.

Groveland Community Services District - Market Compensation Data (Sorted by Total Monthly Compensation)
 April 1, 2019

Water/Wastewater Operator II								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	San Francisco Public Utilities Commission	Stationary Engineer, Water Treatment Plant	\$ 8,779	\$ 3,656	\$ 12,435	7/1/2018	unknown	unknown
2	South Tahoe Public Utility District ³	[Operator I / Operator III]	\$ 6,286	\$ 4,161	\$ 10,447	6/28/2018	6/27/2019	2.50%
3	Turlock Irrigation District	Sewer / Water Treatment Technician	\$ 6,755	\$ 3,668	\$ 10,423	1/1/2019	1/1/2020	3.00%
4	Amador Water Agency ¹	[Plant Operator II / Wastewater Operator II]	\$ 6,191	\$ 3,340	\$ 9,531	7/1/2018	7/1/2019	2.00%
5	Tuolumne Utilities District ⁴	[Water Treatment Plant Operator II / Wastewater Treatment Operator II]	\$ 5,637	\$ 3,876	\$ 9,512	11/26/2018	7/1/2019	1.50%
6	Calaveras County Water District	Water / Wastewater Plant Operator II	\$ 5,893	\$ 3,591	\$ 9,484	7/1/2018	1/1/2020	2.00%
7	Hidden Valley Lake Community Services District	Utility Operator II	\$ 6,051	\$ 3,327	\$ 9,378	7/1/2018	unknown	unknown
8	Rancho Murieta Community Services District	Plant Operator II	\$ 5,977	\$ 2,463	\$ 8,440	1/1/2019	1/1/2020	2.75%
9	Groveland Community Services District	Water / Wastewater Operator II	\$ 4,746	\$ 3,658	\$ 8,404	7/1/2016	unknown	unknown
10	Twain Harte Community Services District	Water Operator I	\$ 5,358	\$ 2,987	\$ 8,345	7/1/2018	7/1/2019	1.00%
11	Clear Creek Community Services District ²	Treatment Plant Operator II	\$ 3,562	\$ 2,813	\$ 6,375	7/1/2018	7/1/2019	max 3%
12	Northstar Community Services District	N/C						
13	Humboldt Community Services District	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 6,049	\$ 9,437
% Groveland Community Services District Above/Below	-27.5%	-12.3%
Median of Comparators	\$ 6,014	\$ 9,498
% Groveland Community Services District Above/Below	-26.7%	-13.0%
Number of Matches	10	10

N/C - Non Comparator

1 - Amador Water Agency: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - Clear Creek Community Services District: Increase dependent on CPI with maximum of 3%.

3 - South Tahoe Public Utility District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

4 - Tuolumne Utilities District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Groveland Community Services District
 Proposed Salary Range Schedule
 March 2019

FACTORS	
Range 6, Step 5, Annual	lowest current salary
\$52,128.00	
Step Increase	
5.00%	
Range Increase	
2.50%	
Pay Periods per Year	
26	
Hours per Year	
2,080	

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	37,905	39,800	41,790	43,880	46,074	3,159	3,317	3,483	3,657	3,839	1,457.88	1,530.77	1,607.31	1,687.68	1,772.06	18.22	19.13	20.09	21.10	22.15
2	38,852	40,795	42,835	44,977	47,225	3,238	3,400	3,570	3,748	3,935	1,494.32	1,569.04	1,647.49	1,729.87	1,816.36	18.68	19.61	20.59	21.62	22.70
3	39,824	41,815	43,906	46,101	48,406	3,319	3,485	3,659	3,842	4,034	1,531.68	1,608.27	1,688.68	1,773.11	1,861.77	19.15	20.10	21.11	22.16	23.27
4	40,819	42,860	45,003	47,254	49,616	3,402	3,572	3,750	3,938	4,135	1,569.98	1,648.47	1,730.90	1,817.44	1,908.31	19.62	20.61	21.64	22.72	23.85
5	41,840	43,932	46,128	48,435	50,857	3,487	3,661	3,844	4,036	4,238	1,609.22	1,689.69	1,774.17	1,862.88	1,956.02	20.12	21.12	22.18	23.29	24.45
6	42,886	45,030	47,282	49,646	52,128	3,574	3,753	3,940	4,137	4,344	1,649.46	1,731.93	1,818.52	1,909.45	2,004.92	20.62	21.65	22.73	23.87	25.06
7	43,958	46,156	48,464	50,887	53,431	3,663	3,846	4,039	4,241	4,453	1,690.69	1,775.23	1,863.99	1,957.19	2,055.05	21.13	22.19	23.30	24.46	25.69
8	45,057	47,310	49,675	52,159	54,767	3,755	3,942	4,140	4,347	4,564	1,732.96	1,819.61	1,910.59	2,006.12	2,106.42	21.66	22.75	23.88	25.08	26.33
9	46,183	48,493	50,917	53,463	56,136	3,849	4,041	4,243	4,455	4,678	1,776.28	1,865.10	1,958.35	2,056.27	2,159.08	22.20	23.31	24.48	25.70	26.99
10	47,338	49,705	52,190	54,800	57,540	3,945	4,142	4,349	4,567	4,795	1,820.69	1,911.72	2,007.31	2,107.68	2,213.06	22.76	23.90	25.09	26.35	27.66
11	48,521	50,947	53,495	56,170	58,978	4,043	4,246	4,458	4,681	4,915	1,866.21	1,959.52	2,057.49	2,160.37	2,268.39	23.33	24.49	25.72	27.00	28.35
12	49,734	52,221	54,832	57,574	60,452	4,145	4,352	4,569	4,798	5,038	1,912.86	2,008.51	2,108.93	2,214.38	2,325.10	23.91	25.11	26.36	27.68	29.06
13	50,978	53,527	56,203	59,013	61,964	4,248	4,461	4,684	4,918	5,164	1,960.68	2,058.72	2,161.65	2,269.74	2,383.22	24.51	25.73	27.02	28.37	29.79
14	52,252	54,865	57,608	60,488	63,513	4,354	4,572	4,801	5,041	5,293	2,009.70	2,110.19	2,215.70	2,326.48	2,442.80	25.12	26.38	27.70	29.08	30.54
15	53,559	56,236	59,048	62,001	65,101	4,463	4,686	4,921	5,167	5,425	2,059.94	2,162.94	2,271.09	2,384.64	2,503.87	25.75	27.04	28.39	29.81	31.30
16	54,897	57,642	60,524	63,551	66,728	4,575	4,804	5,044	5,296	5,561	2,111.44	2,217.01	2,327.86	2,444.26	2,566.47	26.39	27.71	29.10	30.55	32.08
17	56,270	59,083	62,038	65,139	68,396	4,689	4,924	5,170	5,428	5,700	2,164.23	2,272.44	2,386.06	2,505.36	2,630.63	27.05	28.41	29.83	31.32	32.88
18	57,677	60,561	63,589	66,768	70,106	4,806	5,047	5,299	5,564	5,842	2,218.33	2,329.25	2,445.71	2,568.00	2,696.40	27.73	29.12	30.57	32.10	33.70
19	59,119	62,075	65,178	68,437	71,859	4,927	5,173	5,432	5,703	5,988	2,273.79	2,387.48	2,506.86	2,632.20	2,763.81	28.42	29.84	31.34	32.90	34.55
20	60,597	63,626	66,808	70,148	73,655	5,050	5,302	5,567	5,846	6,138	2,330.64	2,447.17	2,569.53	2,698.00	2,832.90	29.13	30.59	32.12	33.73	35.41
21	62,111	65,217	68,478	71,902	75,497	5,176	5,435	5,706	5,992	6,291	2,388.90	2,508.35	2,633.77	2,765.45	2,903.73	29.86	31.35	32.92	34.57	36.30
22	63,664	66,847	70,190	73,699	77,384	5,305	5,571	5,849	6,142	6,449	2,448.63	2,571.06	2,699.61	2,834.59	2,976.32	30.61	32.14	33.75	35.43	37.20
23	65,256	68,519	71,945	75,542	79,319	5,438	5,710	5,995	6,295	6,610	2,509.84	2,635.33	2,767.10	2,905.45	3,050.73	31.37	32.94	34.59	36.32	38.13
24	66,887	70,232	73,743	77,430	81,302	5,574	5,853	6,145	6,453	6,775	2,572.59	2,701.22	2,836.28	2,978.09	3,127.00	32.16	33.77	35.45	37.23	39.09
25	68,559	71,987	75,587	79,366	83,334	5,713	5,999	6,299	6,614	6,945	2,636.90	2,768.75	2,907.18	3,052.54	3,205.17	32.96	34.61	36.34	38.16	40.06
26	70,273	73,787	77,476	81,350	85,418	5,856	6,149	6,456	6,779	7,118	2,702.82	2,837.97	2,979.86	3,128.86	3,285.30	33.79	35.47	37.25	39.11	41.07
27	72,030	75,632	79,413	83,384	87,553	6,003	6,303	6,618	6,949	7,296	2,770.39	2,908.91	3,054.36	3,207.08	3,367.43	34.63	36.36	38.18	40.09	42.09
28	73,831	77,523	81,399	85,469	89,742	6,153	6,460	6,783	7,122	7,479	2,839.65	2,981.64	3,130.72	3,287.26	3,451.62	35.50	37.27	39.13	41.09	43.15
29	75,677	79,461	83,434	87,605	91,986	6,306	6,622	6,953	7,300	7,665	2,910.65	3,056.18	3,208.99	3,369.44	3,537.91	36.38	38.20	40.11	42.12	44.22
30	77,569	81,447	85,520	89,795	94,285	6,464	6,787	7,127	7,483	7,857	2,983.41	3,132.58	3,289.21	3,453.67	3,626.36	37.29	39.16	41.12	43.17	45.33
31	79,508	83,483	87,658	92,040	96,642	6,626	6,957	7,305	7,670	8,054	3,058.00	3,210.90	3,371.44	3,540.01	3,717.02	38.22	40.14	42.14	44.25	46.46
32	81,496	85,570	89,849	94,341	99,058	6,791	7,131	7,487	7,862	8,255	3,134.45	3,291.17	3,455.73	3,628.51	3,809.94	39.18	41.14	43.20	45.36	47.62
33	83,533	87,710	92,095	96,700	101,535	6,961	7,309	7,675	8,058	8,461	3,212.81	3,373.45	3,542.12	3,719.23	3,905.19	40.16	42.17	44.28	46.49	48.81
34	85,621	89,902	94,398	99,117	104,073	7,135	7,492	7,866	8,260	8,673	3,293.13	3,457.79	3,630.67	3,812.21	4,002.82	41.16	43.22	45.38	47.65	50.04
35	87,762	92,150	96,757	101,595	106,675	7,313	7,679	8,063	8,466	8,890	3,375.46	3,544.23	3,721.44	3,907.51	4,102.89	42.19	44.30	46.52	48.84	51.29
36	89,956	94,454	99,176	104,135	109,342	7,496	7,871	8,265	8,678	9,112	3,459.84	3,632.84	3,814.48	4,005.20	4,205.46	43.25	45.41	47.68	50.07	52.57
37	92,205	96,815	101,656	106,739	112,076	7,684	8,068	8,471	8,895	9,340	3,546.34	3,723.66	3,909.84	4,105.33	4,310.60	44.33	46.55	48.87	51.32	53.88
38	94,510	99,235	104,197	109,407	114,877	7,876	8,270	8,683	9,117	9,573	3,635.00	3,816.75	4,007.59	4,207.96	4,418.36	45.44	47.71	50.09	52.60	55.23

Groveland Community Services District
 Proposed Salary Range Schedule
 March 2019

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
39	96,873	101,716	106,802	112,142	117,749	8,073	8,476	8,900	9,345	9,812	3,725.87	3,912.17	4,107.78	4,313.16	4,528.82	46.57	48.90	51.35	53.91	56.61
40	99,295	104,259	109,472	114,946	120,693	8,275	8,688	9,123	9,579	10,058	3,819.02	4,009.97	4,210.47	4,420.99	4,642.04	47.74	50.12	52.63	55.26	58.03
41	101,777	106,866	112,209	117,819	123,710	8,481	8,905	9,351	9,818	10,309	3,914.50	4,110.22	4,315.73	4,531.52	4,758.09	48.93	51.38	53.95	56.64	59.48
42	104,321	109,537	115,014	120,765	126,803	8,693	9,128	9,585	10,064	10,567	4,012.36	4,212.98	4,423.62	4,644.81	4,877.05	50.15	52.66	55.30	58.06	60.96
43	106,929	112,276	117,890	123,784	129,973	8,911	9,356	9,824	10,315	10,831	4,112.67	4,318.30	4,534.22	4,760.93	4,998.97	51.41	53.98	56.68	59.51	62.49
44	109,603	115,083	120,837	126,879	133,223	9,134	9,590	10,070	10,573	11,102	4,215.48	4,426.26	4,647.57	4,879.95	5,123.95	52.69	55.33	58.09	61.00	64.05
45	112,343	117,960	123,858	130,051	136,553	9,362	9,830	10,321	10,838	11,379	4,320.87	4,536.91	4,763.76	5,001.95	5,252.05	54.01	56.71	59.55	62.52	65.65
46	115,151	120,909	126,954	133,302	139,967	9,596	10,076	10,580	11,108	11,664	4,428.89	4,650.34	4,882.85	5,127.00	5,383.35	55.36	58.13	61.04	64.09	67.29
47	118,030	123,931	130,128	136,634	143,466	9,836	10,328	10,844	11,386	11,956	4,539.61	4,766.60	5,004.93	5,255.17	5,517.93	56.75	59.58	62.56	65.69	68.97
48	120,981	127,030	133,381	140,050	147,053	10,082	10,586	11,115	11,671	12,254	4,653.11	4,885.76	5,130.05	5,386.55	5,655.88	58.16	61.07	64.13	67.33	70.70
49	124,005	130,206	136,716	143,552	150,729	10,334	10,850	11,393	11,963	12,561	4,769.43	5,007.90	5,258.30	5,521.21	5,797.28	59.62	62.60	65.73	69.02	72.47
50	127,105	133,461	140,134	147,140	154,497	10,592	11,122	11,678	12,262	12,875	4,888.67	5,133.10	5,389.76	5,659.24	5,942.21	61.11	64.16	67.37	70.74	74.28
51	130,283	136,797	143,637	150,819	158,360	10,857	11,400	11,970	12,568	13,197	5,010.89	5,261.43	5,524.50	5,800.73	6,090.76	62.64	65.77	69.06	72.51	76.13
52	133,540	140,217	147,228	154,589	162,319	11,128	11,685	12,269	12,882	13,527	5,136.16	5,392.97	5,662.61	5,945.74	6,243.03	64.20	67.41	70.78	74.32	78.04
53	136,879	143,723	150,909	158,454	166,377	11,407	11,977	12,576	13,205	13,865	5,264.56	5,527.79	5,804.18	6,094.39	6,399.11	65.81	69.10	72.55	76.18	79.99
54	140,301	147,316	154,681	162,415	170,536	11,692	12,276	12,890	13,535	14,211	5,396.18	5,665.98	5,949.28	6,246.75	6,559.08	67.45	70.82	74.37	78.08	81.99
55	143,808	150,998	158,548	166,476	174,800	11,984	12,583	13,212	13,873	14,567	5,531.08	5,807.63	6,098.02	6,402.92	6,723.06	69.14	72.60	76.23	80.04	84.04
56	147,403	154,773	162,512	170,638	179,170	12,284	12,898	13,543	14,220	14,931	5,669.36	5,952.82	6,250.47	6,562.99	6,891.14	70.87	74.41	78.13	82.04	86.14
57	151,088	158,643	166,575	174,904	183,649	12,591	13,220	13,881	14,575	15,304	5,811.09	6,101.65	6,406.73	6,727.06	7,063.42	72.64	76.27	80.08	84.09	88.29
58	154,866	162,609	170,739	179,276	188,240	12,905	13,551	14,228	14,940	15,687	5,956.37	6,254.19	6,566.90	6,895.24	7,240.00	74.45	78.18	82.09	86.19	90.50
59	158,737	166,674	175,008	183,758	192,946	13,228	13,890	14,584	15,313	16,079	6,105.28	6,410.54	6,731.07	7,067.62	7,421.00	76.32	80.13	84.14	88.35	92.76
60	162,706	170,841	179,383	188,352	197,770	13,559	14,237	14,949	15,696	16,481	6,257.91	6,570.80	6,899.34	7,244.31	7,606.53	78.22	82.14	86.24	90.55	95.08
61	166,773	175,112	183,868	193,061	202,714	13,898	14,593	15,322	16,088	16,893	6,414.36	6,735.07	7,071.83	7,425.42	7,796.69	80.18	84.19	88.40	92.82	97.46
62	170,943	179,490	188,464	197,887	207,782	14,245	14,957	15,705	16,491	17,315	6,574.72	6,903.45	7,248.62	7,611.06	7,991.61	82.18	86.29	90.61	95.14	99.90
63	175,216	183,977	193,176	202,835	212,976	14,601	15,331	16,098	16,903	17,748	6,739.08	7,076.04	7,429.84	7,801.33	8,191.40	84.24	88.45	92.87	97.52	102.39
64	179,597	188,576	198,005	207,905	218,301	14,966	15,715	16,500	17,325	18,192	6,907.56	7,252.94	7,615.59	7,996.36	8,396.18	86.34	90.66	95.19	99.95	104.95
65	184,086	193,291	202,955	213,103	223,758	15,341	16,108	16,913	17,759	18,647	7,080.25	7,434.26	7,805.98	8,196.27	8,606.09	88.50	92.93	97.57	102.45	107.58
66	188,689	198,123	208,029	218,431	229,352	15,724	16,510	17,336	18,203	19,113	7,257.26	7,620.12	8,001.12	8,401.18	8,821.24	90.72	95.25	100.01	105.01	110.27
67	193,406	203,076	213,230	223,891	235,086	16,117	16,923	17,769	18,658	19,591	7,438.69	7,810.62	8,201.15	8,611.21	9,041.77	92.98	97.63	102.51	107.64	113.02
68	198,241	208,153	218,561	229,489	240,963	16,520	17,346	18,213	19,124	20,080	7,624.65	8,005.89	8,406.18	8,826.49	9,267.82	95.31	100.07	105.08	110.33	115.85
69	203,197	213,357	224,025	235,226	246,987	16,933	17,780	18,669	19,602	20,582	7,815.27	8,206.03	8,616.34	9,047.15	9,499.51	97.69	102.58	107.70	113.09	118.74
70	208,277	218,691	229,625	241,107	253,162	17,356	18,224	19,135	20,092	21,097	8,010.65	8,411.19	8,831.74	9,273.33	9,737.00	100.13	105.14	110.40	115.92	121.71
71	213,484	224,158	235,366	247,134	259,491	17,790	18,680	19,614	20,595	21,624	8,210.92	8,621.46	9,052.54	9,505.17	9,980.42	102.64	107.77	113.16	118.81	124.76
72	218,821	229,762	241,250	253,313	265,978	18,235	19,147	20,104	21,109	22,165	8,416.19	8,837.00	9,278.85	9,742.79	10,229.93	105.20	110.46	115.99	121.78	127.87
73	224,292	235,506	247,281	259,645	272,628	18,691	19,626	20,607	21,637	22,719	8,626.60	9,057.93	9,510.82	9,986.36	10,485.68	107.83	113.22	118.89	124.83	131.07
74	229,899	241,394	253,463	266,137	279,443	19,158	20,116	21,122	22,178	23,287	8,842.26	9,284.37	9,748.59	10,236.02	10,747.82	110.53	116.05	121.86	127.95	134.35
75	235,646	247,429	259,800	272,790	286,430	19,637	20,619	21,650	22,733	23,869	9,063.32	9,516.48	9,992.31	10,491.92	11,016.52	113.29	118.96	124.90	131.15	137.71
76	241,537	253,614	266,295	279,610	293,590	20,128	21,135	22,191	23,301	24,466	9,289.90	9,754.40	10,242.12	10,754.22	11,291.93	116.12	121.93	128.03	134.43	141.15
77	247,576	259,955	272,952	286,600	300,930	20,631	21,663	22,746	23,883	25,078	9,522.15	9,998.26	10,498.17	11,023.08	11,574.23	119.03	124.98	131.23	137.79	144.68
78	253,765	266,454	279,776	293,765	308,453	21,147	22,204	23,315	24,480	25,704	9,760.20	10,248.21	10,760.62	11,298.65	11,863.59	122.00	128.10	134.51	141.23	148.29
79	260,109	273,115	286,771	301,109	316,165	21,676	22,760	23,898	25,092	26,347	10,004.21	10,504.42	11,029.64	11,581.12	12,160.18	125.05	131.31	137.87	144.76	152.00
80	266,612	279,943	293,940	308,637	324,069	22,218	23,329	24,495	25,720	27,006	10,254.31	10,767.03	11,305.38	11,870.65	12,464.18	128.18	134.59	141.32	148.38	155.80
81	273,277	286,941	301,288	316,353	332,170	22,773	23,912	25,107	26,363	27,681	10,510.67	11,036.20	11,588.01	12,167.41	12,775.79	131.38	137.95	144.85	152.09	159.70
82	280,109	294,115	308,821	324,262	340,475	23,342	24,510	25,735	27,022	28,373	10,773.44	11,312.11	11,877.71	12,471.60	13,095.18	134.67	141.40	148.47	155.90	163.69
83	287,112	301,468	316,541	332,368	348,987	23,926	25,122	26,378	27,697	29,082	11,042.77	11,594.91	12,174.66	12,783.39	13,422.56	138.03	144.94	152.18	159.79	167.78
84	294,290	309,004	324,455	340,677	357,711	24,524	25,750	27,038	28,390	29,809	11,318.84	11,884.78	12,479.02	13,102.98	13,758.12	141.49	148.56	155.99	163.79	171.98
85	301,647	316,730	332,566	349,194	366,654	25,137	26,394	27,714	29,100	30,555	11,601.81	12,181.90	12,791.00	13,430.55	14,102.08	145.02	152.27	159.89	167.88	176.28
86	309,188	324,648	340,880	357,924	375,820	25,766	27,054	28,407	29,827	31,318	11,891.86	12,486.45	13,110.77	13,766.31	14,454.63	148.65	156.08	163.88	172.08	180.68
87	316,918	332,764	349,402	366,872	385,216	26,410	27,730	29,117	30,573	32,101	12,189.16	12,798.61	13,438.54	14,110.47	14,815.99	152.36	159.98	167.98	176.38	185

Groveland Community Services District
 Proposed Salary Range Schedule
 March 2019

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
91	349,818	367,309	385,675	404,958	425,206	29,152	30,609	32,140	33,747	35,434	13,454.55	14,127.27	14,833.64	15,575.32	16,354.09	168.18	176.59	185.42	194.69	204.43
92	358,564	376,492	395,316	415,082	435,836	29,880	31,374	32,943	34,590	36,320	13,790.91	14,480.46	15,204.48	15,964.70	16,762.94	172.39	181.01	190.06	199.56	209.54
93	367,528	385,904	405,199	425,459	446,732	30,627	32,159	33,767	35,455	37,228	14,135.68	14,842.47	15,584.59	16,363.82	17,182.01	176.70	185.53	194.81	204.55	214.78
94	376,716	395,552	415,329	436,096	457,901	31,393	32,963	34,611	36,341	38,158	14,489.08	15,213.53	15,974.21	16,772.92	17,611.56	181.11	190.17	199.68	209.66	220.14
95	386,134	405,441	425,713	446,998	469,348	32,178	33,787	35,476	37,250	39,112	14,851.30	15,593.87	16,373.56	17,192.24	18,051.85	185.64	194.92	204.67	214.90	225.65
96	395,787	415,577	436,355	458,173	481,082	32,982	34,631	36,363	38,181	40,090	15,222.58	15,983.71	16,782.90	17,622.04	18,503.15	190.28	199.80	209.79	220.28	231.29
97	405,682	425,966	447,264	469,627	493,109	33,807	35,497	37,272	39,136	41,092	15,603.15	16,383.31	17,202.47	18,062.60	18,965.73	195.04	204.79	215.03	225.78	237.07
98	415,824	436,615	458,446	481,368	505,437	34,652	36,385	38,204	40,114	42,120	15,993.23	16,792.89	17,632.53	18,514.16	19,439.87	199.92	209.91	220.41	231.43	243.00
99	426,220	447,531	469,907	493,402	518,073	35,518	37,294	39,159	41,117	43,173	16,393.06	17,212.71	18,073.35	18,977.01	19,925.87	204.91	215.16	225.92	237.21	249.07
100	436,875	458,719	481,655	505,737	531,024	36,406	38,227	40,138	42,145	44,252	16,802.89	17,643.03	18,525.18	19,451.44	20,424.01	210.04	220.54	231.56	243.14	255.30

**Groveland Community Services District
Salary Range Placement Recommendations
March 2019**

Class Title	Current Maximum Monthly Salary	% from Top Monthly Median or Base Salary	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Study Benchmark	Rationale
Administrative Services Technician I	Proposed			3	\$4,034	N/A		Internal Alignment 10% below AST II
Administrative Services Technician II	\$4,344	-2.7%	\$4,459	7	\$4,453	2.50%	X	Market and range placement.
Administrative Services Technician III	Proposed			13	\$5,164	N/A		Internal Alignment 15% above AST II
Chief Plant Operator	\$6,483	-10.0%	\$7,131	27	\$7,296	12.54%	X	Internal Alignment: 20% above Water/WW Operator III
Collection and Distribution System Operator I	\$3,477			7	\$4,453	28.06%		Internal Alignment 10% below C&D Sys Op II
Collection and Distribution System Operator II	\$4,543	-7.0%	\$4,862	11	\$4,915	8.18%	X	Market and range placement.
Collection and Distribution System Operator III	\$5,396			15	\$5,425	0.54%		Internal Alignment 10% above C&D Sys Op II
Collections and Distribution Lead	\$5,666	-7.6%	\$6,095	19	\$5,988	5.69%	X	Market and internal alignment: 10% above C&D Sys Op III
Finance Clerk (Accountant)	\$5,564	-9.4%	\$6,090	20	\$6,138	10.32%	X	Market and range placement.
Maintenance Mechanic I	\$3,311			13	\$5,164	55.97%		Internal Alignment 10% below MM II
Maintenance Mechanic II	\$4,543	-24.1%	\$5,636	17	\$5,700	25.46%		Market and range placement.
Maintenance Mechanic III	\$6,032			21	\$6,291	4.30%		Internal Alignment 10% above MM II
Office Manager (Administrative Services Manager)	\$6,101	-25.9%	\$7,684	29	\$7,665	25.64%	X	Market and range placement.
Operations & Maintenance Manager	\$6,916	-36.8%	\$9,458	38	\$9,573	38.42%	X	Market and range placement.
Operations & Maintenance Superintendent	Proposed		\$7,772	27	\$7,296	N/A	X	Internal Alignment: 20% above Lead C&D System Operator
Water/Wastewater Operator I	\$3,633			11	\$4,915	35.28%		Internal Alignment 10% below WW Op II
Water/Wastewater Operator II	\$4,746	-13.0%	\$5,364	15	\$5,425	14.31%	X	Market and range placement.
Water/Wastewater Operator III	\$5,893			19	\$5,988	1.61%		Internal Alignment 10% above WW Op III

Legend for columns:

- Column 1 - Classification Title.
- Column 2 - Client's current monthly maximum salaries.
- Column 3 - Market placement shows the monthly market values derived from the total compensation survey results.
- Column 4 - Salary range number of the consultant's newly proposed salary range schedule.
- Column 5 - Monthly maximum salary of the consultant's newly proposed salary ranges.
- Column 6 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.
- Column 7 - This is the Job Family and displays internal relationship for salary alignment.
- Column 8 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

RESOLUTION 12-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ACCEPTING THE COMPENSTATION SURVEY PREPARED BY KOFF AND ASSOCIATES AND DIRECTING THE DEVELOPMENT OF AN IMPLEMENTATION PLAN FOR REVISED SALARIES

WHEREAS, the Board of Directors adopted a high priority management objective intended to improve the District's ability to attract, develop and retain high quality, qualified employees; and

WHEREAS, the District prepared and circulated a Request for Proposals for consulting services for the preparation of a compensation study and report to determine if salaries and benefits offered to employees were adequate to support its personnel goals; and

WHEREAS, on August 13, 2018 the District entered into contract with Koff & Associates to prepare a thorough compensation evaluation; and

WHEREAS, Koff & Associates developed, and the Board approved on December 11, 2018 a slate of similar comparator public agencies against which the District salaries and benefits would be compared; and

WHEREAS, the Board of Directors on February 12, 2019 approved the position classifications which were to be evaluated by Koff & Associates as benchmarks within the study; and

WHEREAS, the Draft Final Total Compensation has been prepared by Koff & Associates for consideration by this Board and is included herein as Attachment A.

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

1. Accept the Koff & Associates Draft Total Compensation Report as presented
2. Accept and approve the Appendix III Salary Schedule subject to an implementation plan
3. Approve establishing salary ranges for District positions at the Total Compensation Study Median
4. Prepare an implementation plan to move existing employees into the revised salary schedule and classification ranges

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____

TO: GCSD Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 5B: Adoption of a Resolution Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

RECOMMENDED ACTION

Staff recommends the following action:

1. *Adopt Resolution 11-19 Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing*

BACKGROUND

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

The District adopted Resolution 8-04 in July 2004 which put in place a credit card use policy for the District. Upon review of the policy, staff finds it to be in need of an update as much of the policy itself includes specific credit card accounts that are no longer in use.

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

ATTACHMENTS:

1. Resolution 8-04
2. Resolution 11-19



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

RESOLUTION NO. 8-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT
ADOPTING A DISTRICT CREDIT CARD POLICY**

WHEREAS, the Board of Directors of the Groveland Community Services District desires to adopt a *Credit Card Policy*; and

Whereas, the purpose of the *Credit Card Policy* is to establish a set of guidelines by which the District's Credit Cards can be used; and

Whereas, the *Credit Card Policy* establishes that the District Credit Cards shall be used for reasonable and necessary expenses incurred during the performance of District business and/or in emergency situations; and

Whereas, the General Manager or Chief Financial Officer of the Groveland Community Services District are hereby authorized, on behalf of the District, to enter into Credit Card Agreements, designate who may receive and use Credit Cards issued, and execute security agreements with respect to the District's Credit Card accounts as follows:

TYPE:	Visa Credit Card	
Authorized Card Holder and Limits:	General Manager	\$10,000.00
	Finance Manger	\$10,000.00

The below listed cards are logged in and out to District personnel as needed, only by the Accounts Payable Department with the approval of the General Manager and/or Finance Manager, and are secured in the District's safe when not in use.

TYPE:	Sears Commercial One, \$3,000 Limit
Authorized Card Holder:	District personnel as needed.

TYPE:	Staples, \$3,000 Limit
Authorized Card Holder and Limits:	District personnel as needed and who are going to a Staples store area.

TYPE:	Orchard Supply Hardware, \$3,000 Limit
Authorized Card Holder:	District personnel as needed and who are going to an OSH store area.

TYPE:	New Holland Credit, \$5,000 Limit
Authorized Card Holder:	District personnel as needed and who are going to a New Holland store area.

WHEREAS, the *Credit Card Policy* authorizes the General Manager and Chief Financial Officer to carry and use the Credit card; and

WHEREAS, the following guidelines are hereby established:

1. Only authorized person(s) shall carry and use the credit card.
2. Authorized person(s) shall not release their credit card to an unauthorized party.
3. Charges are permitted for District related business, travel or emergency business expenses only. Personal use shall not be allowed.
4. The credit card limits established herein may not be increased absent an amendment to this policy.
5. The Chief Finance Officer shall monitor all credit card purchases.
6. All receipts for purchases shall be submitted to the District for review and approval; including a description of the purchase and/or purpose.
7. Noncompliance with any of the above standards and procedures shall result in immediate loss of the charging privileges.
8. The Board of Directors of the Groveland Community Services District reserves the right to revoke any charge card from any individual and/or make all future expenses subject to Board approval.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Groveland Community Services District hereby adopts the *Credit Card Policy* hereto, as well as any other documents necessary to carry out the provisions of the *Credit Card Policy* and the intent of the Board. This resolution will remain in effect until revocation by the Board of Directors of the Groveland Community Services District or by written notice of the revocation of a Credit Card Agreement by the Credit Card provider.

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Groveland Community Services District this 28th day of July, 2004, by the following vote:

AYES: Directors Maxwell, Myers, Norris, Moore and Brizard

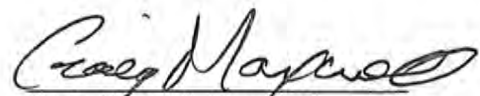
NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


Vicki L. West, Secretary


Craig Maxwell, President

RESOLUTION NUMBER 11-19

Adoption of a Resolution Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

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

WHEREAS, the District approved Resolution 8-04 in July 2004 that adopted a District Credit Card Use Policy;

WHEREAS, staff has reviewed the existing policy and finds it outdated and in need of revision;

WHEREAS, staff has revised the District Credit Card Use Policy for the purpose of clarifying the Board's expectations with regard to use of District credit cards;

WHEREAS, the policy prescribes specific procedures for credit card use, issuance and replacement if lost, documentation of purchases, and accounting and administrative responsibilities.

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

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

GROVELAND COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Credit Card Use

POLICY NUMBER:

ADOPTED:

AMENDED:

3145. Purpose

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

3145.1. Policy/Procedure

3145.1.1. Purpose of District Credit Cards

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

3145.1.2. Issuance of District Credit Cards

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

3145.1.3. Restricted Use of the Credit Card

The following restrictions are placed on all District credit cards:

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

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

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

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

- Cash advances, wire transfers, money orders, etc.
- Betting, casino gaming, or related activities.
- Political or religious organizations.
- Personal court costs, fines, bail or bonds.
- Purchases of items for which the District has purchase discount agreements, unless for an emergency situation.
- Any personal items and personal services.
- Purchases such as meals for Non-District persons
- The purchase of alcohol or any other unauthorized item or service

3145.2. Safekeeping of the Credit Card

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

3145.3. Credit Card Purchase Procedures

Cardholders will complete the following steps with each purchase:

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

3145.4. Payment of Credit Card Account

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

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

3145.5. Lost or Stolen Credit Card

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

3145.6. Return of the Credit Card

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

3145.7. Responsibility Assignments

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

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

Cardholders:

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

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

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

Accountant:

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

Prompt payment of the monthly credit card statement

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

General Manager

Review credit card program administration for compliance with this policy

Exhibit A

Groveland Community Services District

*Acknowledgment of Receipt of Credit
Card and Cardholder Agreement*

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

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

Name of Cardholder

Signature

Date

CARD RECEIPT:

Card Account Number: _____

Date Issued to Card Holder: _____

CARD RETURN:

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

Card Holder Name: _____

Signature: _____

Date Returned: _____

This Resolution shall take effect upon its adoption.

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

AYES:

NOES:

ABSTENTIONS:

Janice Kwiatkowski, President

ATTEST: _____
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

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

DATED: _____



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6A: Appointment of a District Representative(s) for the Purpose of Union Negotiations with Operating Engineers Local #3

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Appoint District General Manager and Administrative Services Manager as the District Representatives for the Purpose of Union Negotiations with Operating Engineers Local #3

BACKGROUND

The District employees are represented by Operating Engineers Local #3. In accordance with law, the District is to negotiate in good faith with the union regarding the terms and conditions of employment of represented employees. The employment conditions, including salary and benefits, are included in an agreement between the District and Union; referred to as a Memorandum of Understanding or MOU. The current MOU term expires on June 30, 2019, and we must begin the process of negotiation of a revised MOU to be effective July 1, 2019.

It would not be reasonable or possible for the Board of Directors to meet and negotiate a new MOU with the Union. It is customary for the Board of Directors to appoint a negotiator, who is responsible to meet and confer with the Union. The Board is allowed to meet in closed session with its negotiator to discuss the proposed terms and conditions of an MOU. The negotiator then represents the direction of the Board at the negotiating table. Ultimately, once a draft MOU is developed between the Union and District Negotiator, based on terms and conditions established by the District Board in closed session, the agreement is brought back to the Board for consideration in open session.

In most special district negotiations, the District negotiator is normally the General Manager, or GM and labor counsel. It is also common to include mid management on the negotiating team, since they may have historical experience of value or have experience with specific personalities that can assist with positive outcomes in negotiations.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6B: Adoption of a Resolution Approving Agreement with Granicus for Board Meeting and Agenda Management Services, and Approving the Purchase of Related Video Equipment

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve Agreement with Granicus for Board Meeting and Agenda Management Services, and Approving the Purchase of Related Video Equipment

BACKGROUND

The Board of Directors discussed the potential for streaming video and audio recordings of Board meetings as a means to increase public understanding of the decisions and actions being taken by the Board. The Board directed further evaluation of the options which included:

Facebook Live – This free forum allows for live webcasting of all Board and related meetings. Viewers need to have a Facebook account to view the meetings. At the meeting site, a solid wifi or cellular hotspot signal is required and a camera and microphone to capture the action. The meeting videos are archived for future viewing. There is no direct integration with the meeting agenda or supporting materials, or the District website. This option is not recommended as we do not want to force viewers to maintain a Facebook account to view our meeting videos, and there would be no associated meeting cost or time savings.

YouTube - This free forum allows for streaming of recorded video and audio of all Board and related meetings. Viewers do not need any type of account to view the recorded meetings. At the meeting site, a camera and microphone to capture the action is required. The videos are uploaded to the platform after the meeting, and are archived for future viewing. There is no direct integration with the meeting agenda or supporting materials, or the District website. This option is not recommended due to the time required for District staff to manage video uploads, and the fact that viewers will need to scroll through a multi-hour video to try and land on the segment of video they wish to view, or watch the entire meeting. There would also be no associated meeting cost or time savings by using YouTube.

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

the exact time the particular agenda item was heard, and the agenda supporting materials are also linked and in view.

Implementation of the Granicus program will result in time savings and consistency in agenda and agenda documentation preparation, increased transparency, more comprehensive and consistent recordkeeping through implementation of current technologies. Attached hereto is the cost proposal for the Granicus program, as well as a fixed camera and audio system.

ATTACHMENTS:

- Granicus software program proposal
- Resolution 13-19

FINANCIAL IMPACT:

The estimated cost of the Granicus system will be as follows:

- One time equipment and setup costs by Granicus - \$4,500
- Annual Granicus subscription service (from proposal) - \$7,068
- Camera and audio purchase - \$0-\$500

Granicus Proposal for Groveland Community Services District

Granicus Contact

Name: Drew Baker

Phone: +1 3234229710

Email: drew.baker@granicus.com

Proposal Details

Quote Number: Q-60153

Prepared On: 3/13/2019

Valid Through: 5/12/2019

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Open Platform - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
Peak Agenda Management Standard Minutes Report	Up Front	1 Each	\$0.00
Peak Agenda Management Standard Agenda Report	Upon Delivery	1 Each	\$0.00
Peak Agenda Management Standard Cover Page Report	Upon Delivery	1 Each	\$0.00
Peak - Online Training	Upon Delivery	8 Hours	\$0.00
Peak - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$3,500.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$125.00
View Template (GT) - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
Player Template (GT) - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
SUBTOTAL:			\$4,500.00

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Standard Agenda Template - Setup and Configuration	Upon Delivery	1 Each	\$0.00
Live Manager (GT) - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$0.00
Government Transparency - Setup and Configuration	Upon Delivery	1 Hours	\$0.00
SUBTOTAL:			\$4,500.00

Annual Fees for New Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Peak Agenda Management	Annual	1 Each	\$3,300.00
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$2,568.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
SUBTOTAL:			\$7,068.00

Remaining Period(s)		
Solution(s)	Year 2	Year 3
Peak Agenda Management	\$3,531.00	\$3,778.17
Open Platform Suite	\$0.00	\$0.00
Government Transparency Suite	\$2,747.76	\$2,940.10
Granicus Encoding Appliance Software (GT)	\$1,284.00	\$1,373.88
SUBTOTAL:	\$7,562.76	\$8,092.15

Product Descriptions	
Name	Description
Peak Agenda Management	<p>Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to one Granicus platform site • Access to one Peak Agenda Management site • Design services for one public view page portal • Design services for one Agenda report template • Design services for one Cover Page report template
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
Peak Agenda Management Standard Minutes Report	Professional service for designing an additional Peak minutes report.
Peak Agenda Management Standard Agenda Report	Professional service for designing an additional Peak agenda report.
Peak Agenda Management Standard Cover Page Report	Professional service for designing an additional Peak cover page report.
Peak - Online Training	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
Peak - Setup and Configuration	Setup and configuration of Peak Agenda
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.

Product Descriptions	
Name	Description
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Granicus Encoding Appliance Hardware - Setup & Config	Remote configuration and deployment of an encoding appliance.
US Shipping Charge C - Large Item	US shipping of a large item
View Template (GT) - Setup and Configuration	Initial set up and implementation of viewpage template
Player Template (GT) - Setup and Configuration	Initial set up and implementation of video player template
Standard Agenda Template - Setup and Configuration	Initial set up and implementation of one standard agenda template
Live Manager (GT) - Setup and Configuration	Initial set up and implementation of LiveManager, ensuring timestamp capabilities for meeting agendas
Granicus Video - Online Training	Granicus Video - Online Training
Government Transparency - Setup and Configuration	Setup and configuration for Government Transparency

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Groveland Community Services District to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-60153 dated 3/13/2019 are incorporated into this Purchase Order by reference.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.
- Groveland Community Services District is eligible to receive up to five (5) two-day passes to the 2019 Granicus National Summit, valued at \$299.00 each. The Granicus National Summit is the premiere user conference for public sector professionals across federal, state, and local government. Attendees will be provided with hands-on training led by Granicus subject matter experts, as well as opportunities to learn and network with peers and leaders in government. *Granicus National Summit Dates: May 14-15, 2019*

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Groveland Community Services District

Signature:

Name:

Title:

Date:



Granicus Video

A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time

by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.



Live event streaming



Archive videos with unlimited storage



Searchable, indexed content



Publish a complete public record



Closed captioning add-on for ADA compliance



Reports to analyze public participation



Peak Agenda Management

Streamlined, paperless agenda creation, approval and publishing

Peak Agenda Management allows staff to easily manage the agenda creation process from start to finish without the paper shuffling. Draft meeting agendas within configurable templates and submit through customized workflows to the correct departments, meeting bodies, and users. Peak's paperless integration prevents multiple versions of agendas getting shuffled around between different members - which often ends with inefficient use of meeting time spent catching up on the right documents.

Automated emails alert users that new items are up for review, and the intuitive calendar view makes it easy to manage one-time and recurring meetings. Electronically review, add and collaborate on agenda items, including attaching supporting documents and materials as needed. Once approved, agenda packets are generated into a single PDF for efficient online publishing or integration with Granicus' in-meeting and post-meeting legislative tools.



Paperless agenda review and collaboration



Access via web browser



Configurable agenda templates



Customizable approval workflows



Track agenda progress on dashboard and calendar



Publish to PDF

RESOLUTION 13-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH
GRANICUS FOR BOARD MEETING AND AGENDA MANAGEMENT
SERVICES, AND APPROVING THE PURCHASE OF RELATED VIDEO
EQUIPMENT**

WHEREAS, the District has adopted the goal of increasing transparency and public awareness of the issues and decisions faced by the District; and

WHEREAS, the District has determined that the implementation of a web-based meeting agenda/video management program will allow simple access to District Board meetings and meeting videos, in an organized and user friendly manner; and

WHEREAS, the District has researched an agenda management solution that meets the needs of the District in accomplishing its goals, and improves meeting management and recordkeeping efficiency and consistency; and

WHEREAS, the District has received an acceptable proposal for the agenda management and webcasting services.

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

1. Approve Agreement with Granicus for Board Meeting and Agenda Management Services
2. Approve the Purchase of Related Video and Audio Equipment

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6C: Adoption of a Resolution Approving Application(s) for Per Capita Grant Funds Through the State Department of Parks and Recreation

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt Resolution Approving Application(s) for Per Capita Grant Funds Through the State Department of Parks and Recreation

BACKGROUND

On June 5, 2018, California voters approved Proposition 68 which provided grant funds for park improvement and rehabilitation projects. Prop 68 Funds are available through the state department of parks for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors. GCSB is eligible for a \$200,000 allocation of these funds. A 20% match is required for these funds, which can be in-kind funds. In other words, to receive a \$200,000 grant allocation, the District will need to also invest \$40,000 in cash and in-kind labor.

To apply for the funds, the District must adopt an authorizing resolution. The Authorizing Resolution serves two purposes:

1. It is the means by which the GRANTEE'S Governing Body agrees to the terms of the contract; it provides confirmation that the GRANTEE has the funding to complete, operate and maintain PROJECTS associated with the contract.
2. Designates a position title to represent the Governing Body on all matters regarding PROJECTS associated with the contract. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

The resolution does not necessarily specify any specific project to be completed, but does give the Authorized Representative the authority to submit applications for eligible projects. The grant funds are committed by the state on a first come, first served basis. Over the next several months, the project/list of projects will be submitted to the Board for consideration.

ATTACHMENTS:

- [Per Capita Grant Program Procedural Guidelines](#)
- Draft Authorizing Resolution

FINANCIAL IMPACT:

None directly related to the resolution; individual project costs will be approved by the Board at a future date

RESOLUTION 14-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS THROUGH THE STATE DEPARTMENT OF PARKS AND RECREATION

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete project(s);

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

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the [city/county/district's] general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the [city/county/district] will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).

9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).

10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

11. Delegates the authority to the (designated position, not name of person occupying position), or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and

12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6D: Adoption of a Resolution Approving Agreement with California CAD Solutions, Inc. for the Preparation and Publication of a Dash GIS Site to Display District Boundaries and Assessors Parcels/Information; to Serve as the Base Site for Digital Infrastructure Maps

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt a Resolution Approving Agreement with California CAD Solutions, Inc. for the Preparation and Publication of a Dash GIS Site to Display District Boundaries and Assessors Parcels/Information; to Serve as the Base Site for Digital Infrastructure Maps

BACKGROUND

The District has budgeted for, and is moving forward with the development of updated water and sewer system maps and drawings; and to digitize the maps and drawings for easy graphic representation and use.

One of the first steps in the process is for our maps to be copied into digital (layer) format and we will then create additional digital (shape) files by field locating infrastructure components such as valves, hydrants, pipes, and other items. We have discussed the benefits of being able to graphically present the data in the office, board room and to the public. We know that in order for District staff to view digital maps to assist with decision-making, to bring the District into the current century, and increase our efficiency and ability to publicly report in an understandable manner on issues; either a Computer Aided Design (CAD) program must be used/purchased or we must consider a web based GIS program to view the digital maps.

The water/sewer system information that can be input in digital format is limitless. The digital data hosted on a GIS platform will allow the District, consultants, the Board and public to access reports about every aspect of the system, including graphic information on system leaks, service lines replaced, hydrants and sewer lines flushed and those scheduled in the near future, metered lots vs vacant, easements, problem areas of the systems and much more.

To view the digital maps in layers one on top of the other, we must be able to run the maps in a CAD program. To facilitate this, there is cost for the software program and annual license fees, plus staff must be trained to operate the programs and have time to become acclimated to its use. We are not recommending implementing a CAD system at this time, leaving that technical expertise to the District engineering team.

Staff has successful experience using a web based GIS program hosted by California CAD Solutions (CCS) from Modesto. To have CCS manage the District data and provide web based access, even on mobile devices, the cost is \$1995 for the setup, which includes integrating data and developing the reports we need, and \$495 per month. No specific training is required and the user makes no modifications, so the data cannot be corrupted. All office staff and operators will be able to use the system with a simple login. There is no software or hardware to buy.

The major benefit of this hosting system is the time and cost savings on the office staff. In addition, the data that is available to management and system operators at the click of a mouse is unlimited and will increase decision accuracy, data integrity, and reduce operating cost over time. Staff currently spends 4 to 6 hours per week researching information that is immediately available with the data service, saving at minimum 4 staff hours per week.

The attached proposal will result in the first two major map layers being developed; the District boundaries and all parcels within the District. Additional infrastructure layers will be developed and implemented in the next six months, at additional expense within the budget.

ATTACHMENTS:

- CalCAD Proposal and quote
- Resolution approving agreement with CalCAD Solutions

FINANCIAL IMPACT:

The cost for the setup and first year of service is \$7440 per the attached quote. This amount of funding is included in the 2018/19 fiscal year budget, for digital map development.

Groveland
Community
Services
District



DASH GIS™ PROPOSAL

Submitted by:

Raymond Kinser, President
California CAD Solutions, Inc.

March 25, 2019



PO Box 4779 • Modesto, CA • 95352
(209) 578-5580 www.calcad.com



DASH GIS™ PROPOSAL FOR GROVELAND CSD

Publish a Dash GIS™ Site with the following features:

- County Parcels with Assessor data for Groveland CSD District area
 - District to purchase Parcel data from Parcel Quest
- GCSD District Boundary and District SOI (Data to be supplied by LAFCO)
- Google Maps Background Layers (Streets, Satellite, Hybrid, Terrain)
- 12-month term license to use Cloud-based Dash GIS™ Application

Access:

- Access will be through a browser on District computers and connected Mobile devices
 - GCSD District personnel will receive login credentials to access the site

Data Updates:

- Parcel updates will come from updates acquired from Parcel Quest on a schedule determined by the District
- Infrastructure updates will be made based on information received from designated District Personnel
- New Data layers such as Water and Sewer Infrastructure will be added under separate contracts. Once the data layer has been added to the map, it will be maintained as part of the subscription price.

Benefits:

- District always has current information for employees
- Mobile access in the field using any connected device
- Customized reporting and simple field forms for rapid data entry
- Easy access to current information for contractors and outside consultants
- No hiring of additional staff required

Promotional Offer Terms:

- First month free on initial year as a CSDA Membership benefit
- CCS will promote District through CSDA Publications and other media where applicable
- District will serve as a reference account for CCS



Quote

P.O. Box 4779
 Modesto, CA 95352
 209-578-5580
 www.calcad.com

Date	Quote #
3/21/2019	605566

Bill To
Groveland Community Services District P.O. Box 350 18966 Ferretti Rd. Groveland, CA 95321

Ship To
Groveland Community Services District P.O. Box 350 18966 Ferretti Rd. Groveland, CA 95321

Terms	Sales Rep	Expires
Net 15	Ortiz	

Item	Description	Qty	Cost	Total
CCS DashGIS	DashGIS 12-Month Hosting Contract See Attached Document for Details	12	495.00	5,940.00
CCS DashGIS Setup	Application Setup and Localization (One Time Cost) See Attached Document for Details	1	1,995.00	1,995.00
CCS DashGIS	CSDA Member Benefit Discount - Free First Month	-1	495.00	-495.00

Subtotal	\$7,440.00
Sales Tax (0.0%)	\$0.00
Total	\$7,440.00

Accepted By _____

RESOLUTION 15-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH CALIFORNIA CAD SOLUTIONS, INC. FOR THE PREPERATION AND PUBLICATION OF A DASH GIS SITE TO DISPLAY DISTRICT BOUNDARIES

WHEREAS, the District is in need of services to digitally display its District Boundaries and the parcels contained within the District; and

WHEREAS, the District has received an acceptable proposal for digital GIS services called DashGIS, provided by California Cad Solutions.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Approve Agreement with California CAD Solutions, Inc. for the preparation and publication of a Dash GIS Site to Display District Boundaries and Assessors Parcels/Information; to serve as the Base Site for Digital Infrastructure Maps.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6E: Adoption of a Resolution Approving Agreement with AquaSierra Controls, Inc. for the Evaluation of all District Computers and Related Software, Licenses, Operational Status, Replacement Needs, Perform Software Updates and Staff Training, Develop System Schematic and Identify Improvement Needs

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt a Resolution Approving Agreement with AquaSierra Controls, Inc. for the Evaluation of all District Computers and Related Software, Licenses, Operational Status, Replacement Needs, Perform Software Updates and Staff Training, Develop System Schematic and Identify Improvement Needs

BACKGROUND

The District has continuously struggled to secure adequate technology consulting assistance due to the relative lack of local consultant talent and experience with our systems. The District has computer hardware and software, as well as Supervisory Control and Data Acquisition Systems (SCADA) that are in need of regular service, repair, troubleshooting and integration. The long term difficulty in maintaining a technology consultant and our historical practice of holding on to old hardware/software beyond its useful life has resulted in a near catastrophic condition.

We currently have computers of various vintages, some unlicensed software, PCs unprotected from viruses, a lack of technology inventory, and multiple versions of outdated and pirated software throughout the system. Consultants spend more time trying to figure out our systems, than actually fixing them. Considering this, we secured a proposal from a firm skilled in both SCADA and general technology, and have requested a proposal for a scope of work to get the District on solid footing going forward.

The attached AquaSierra proposal provides the scope of work necessary for the District to be able to budget and plan appropriately in the future for technology improvements.

ATTACHMENTS:

- AquaSierra system proposal
- Resolution 16-19

FINANCIAL IMPACT:

The cost of the work will be billed hourly, not to exceed \$26,098.02.



1650 Industrial Drive, Auburn, CA 95603
Cell (530) 305-3390 Office (530) 823-3241
jlane@aquasierra.com www.aquasierra.com
CA Contractors License A, C-10 474023
CA Small Business Certification #1162
DIR #15000003631

SCADA – AUTOMATION – RADIO TELEMETRY – MOTOR CONTROLS
DESIGN BUILD PUMP STATIONS – UL508 PANEL SHOP – FLOW STUDIES
PUMP CONTROLLERS – RADIO STUDIES – CHEMICAL FEED EQUIPMENT
SCADA MAINTENANCE – INSTRUMENT MAINTENANCE & CALIBRATIONS

Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321

Attention: Mr. Pete Kampa 209-962-7161 x24
CC: Mr. Luis Melchor 209-962-7161 x18

Subject: Proposal for IT Services
Project: Computer Evaluations and Updates

Proposal # QJ06004-1
March 12, 2019

Gentlemen,

Thank you for meeting with our network engineer Stephen Rogers and I to go over your IT service needs. The following is our revised proposal to provide evaluations and updates for twenty-five computers. If the district agrees to purchase any software or updates while we are performing these services, then the software or updates will be installed under this proposal. This contract requires unrestricted access during normal business hours and after hours on all computers. Our IT personnel will sign a non-disclosure agreement if required. Please review our scope of work below. We will assume responsibility for all technology and assist the district on a T&M basis.

Service Scope of Work

1. Review and inspect all software licenses on twenty-five computers

2. Repair, patch and update the Microsoft Windows operating system, Microsoft office and anti-virus software on twenty-five computers and servers.
3. Determine anti-virus requirements on twenty-five computers and servers
4. Provide a written report on what is needed such as outdated software, what computers may need to be updated with solid state drives, what computers need to be replaced, what software was hacked and what licenses need to be purchased.
5. Develop a training program that includes a PowerPoint presentation and a document with a signature page.
6. Provide an onsite presentation for all district personnel for security.
7. Provide an analysis of document storage and backup of all user data and develop a plan for reliable backup.
8. Create an annual budget for all laptops, desktops and tablets, maintain spreadsheet and develop specifications.
9. Investigate network status of computers and SCADA and determine what is required to integrate them.
10. Setup remote access for SCADA, servers and all workstations for service and maintenance.
11. Review and analyze SonicWall configurations, subscriptions and make recommendations.

Proposal Total \$26,098.02

Items not included

1. Items not in our scope of work
2. Specialty insurance beyond our standard two million dollars coverage
3. Bonds, fees or permits
4. Prevailing wage rates
5. Underground work, trenching, back filing
6. Radio communications testing
7. Union requirements or signatories
8. Subscriptions or purchasing of software

Professional Services	Standard Rate	Exclusive Maintenance Agreement Rate EMAR
Senior Network Engineer Standard	\$170	\$150
Senior Network Engineer After Hours and Saturdays	\$180	\$170
Senior Network Engineer Sundays and Holidays	\$220	\$199
Travel Standard	\$140	\$117
Travel After Hours and Saturdays	\$168	\$150
Travel Sundays and Holidays	\$194	\$174

If you have any questions or would like for me to meet with you to go over this proposal for clarifications, please let me know.

Thank you,

Josh Lane
SCADA Sales Manager

Customer:

Aqua Sierra Controls Inc:

(Authorized Signature)

(Authorized Signature)

(Print Name)

(Print Name)

(Title)

(Title)

(Date)

(Date)

(Purchase Order Number) If Required

Total (Please indicate total amount. Include any options
And or maintenance that you would like to add)



RESOLUTION 16-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH AQUASIERRA CONTROLS, INC FOR THE EVALUATION OF ALL DISTRICT COMPUTERS AND RELATED SOFTWARE, LICENSES, OPERATIONAL STATS, REPLACEMENT NEEDS, PREFORM SOFTWARE UPDATES AND STAFF TRAINING, DEVELOP SYSTEM SCHEMATIC AND IDENTIFY IMPROVEMENT NEEDS

WHEREAS, the District is in need of computer hardware and software and related expertise on a regular basis; and

WHEREAS, the District has received a proposal from AquaSierra Controls, Inc for completion of specific tasks to identify and quantify solutions for the District's technology and to assist the District in preparing to update its technology resources.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Approve Agreement with AquaSierra Controls, Inc. for the Evaluation of all District Computers and Related Software, Licenses, Operational Status, Replacement Needs, Perform Software Updates and Staff Training, Develop System Schematic and Identify Improvement Needs.

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

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____



TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6F. Adopting of a Resolution Approving Agreement with Citygate Associates for the Update of the Fire Department Master Plan, and Establishment of Services Standards and a Deployment Plan

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt a Resolution Approving Agreement with Citygate Associates for the Update of the Fire Department Master Plan, and Establishment of Services Standards and a Deployment Plan

BACKGROUND

The District last contracted for a Master Plan for the Groveland Fire Department in 2007, prior to entering into contract with Cal Fire for Schedule A services. The previous master plan was also completed at a time when significant growth within the community was planned. Since 2007, plans for growth inside GCS D have slowed to a stop, and several large resort projects have developed outside the District boundaries.

This growth trend is continuing in the same manner, and the GCS D Fire Department is serving as the first-in emergency engine to more and more developed areas outside CSD boundaries. An updated Master Plan for the GCS D Fire Department is necessary for the following purposes:

1. Evaluate the regional growth trends to which the GCS D Fire Department will be responding
2. Evaluate the current level of service under the Cal Fire contracts, and compare our service standards to those of the industry
3. Determine optimal deployment locations and strategies to ensure coverage of the region
4. Determine the cost/value of the services being provided to areas outside the CSD boundaries
5. Evaluate the options for implementation of a cost recovery program
6. Determine the necessary long-term fire department budget and recommended funding strategies

The completion of this master plan is timely to determine the cost/impact to fire and emergency services by providing service to currently proposed development projects. The District has in the past worked directly with Citygate Associates, a specialist in fire and emergency response consulting services, with good results and at reasonable costs. Staff proposes an initial budget of not to exceed \$25,000 for the remainder of the 2018/19 fiscal year.

ATTACHMENTS:

Resolution 17-19

FINANCIAL IMPACT:

The cost of the work will be billed hourly, not to exceed \$25,000.

RESOLUTION 17-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH CITYGATE ASSOCIATES FOR THE UPDATE OF THE FIRE DEPARTMENT MASTER PLAN, AND ESTABLISHMENT OF SERVICE STANDARDS AND DEPLOYMENT PLAN

WHEREAS, the District is in need of an updated Master Plan for the GCSD Fire Department; and

WHEREAS, Citygate Associates provides competent and reasonably priced consulting services to public agencies in evaluation of fire and emergency response services.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Approve Agreement with Citygate Associates for the Update of the Fire Department Master Plan, and Establishment of Services Standards and a Deployment Plan.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____



TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6G. Adoption of a Resolution Recognizing the Creation of a Community Emergency Response Team (CERT) and Providing Certain Support and Insurance

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Adopt a Resolution Recognizing the Creation of a Community Emergency Response Team (CERT) and Providing Certain Support and Insurance

BACKGROUND

The District has been discussing and assisting in the formation of a Community Emergency Response Team (CERT) to provide emergency support services to the GCS D fire department. CERT programs exist throughout the state, and are very helpful in rapid deployment of trained local volunteers, equipped to assist in all sorts of emergency situations from major fire incidents, to evacuations and search/rescue.

The purpose of this agenda item is to create a formal relationship between the GCS D and the local CERT. It is recommended that the CERT be a volunteer organization under the Government auspices of the District. The CERT would serve under the direction and guidance of the Fire Department Fire Chief, and would be covered by GCS D liability and errors/omissions insurance. The GCS D would own any CERT equipment, with maintenance provided primarily by the CERT volunteers. Equipment may include grant funded equipment such as:

- Trailers to store and carry equipment
- Communications equipment
- Safety equipment

GCS D staff and fire department would assist with securing grants for the equipment and supplies.

ATTACHMENTS:

- *Resolution Recognizing the Creation of a Community Emergency Response Team (CERT) and Providing Certain Support and Insurance*

FINANCIAL IMPACT:

No immediate financial impact. Based on the value of equipment, insurance costs may increase, and staff effort will be involved for grant receipt and funding management.

RESOLUTION 18-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT CREATING A GROVELAND COMMUNITY EMERGENCY RESPONSE TEAM (CERT) AND PROVIDING CERTAIN SUPPORT AND INSURANCE

WHEREAS, the District is authorized to provide fire protection services, rescue services, hazardous material emergency response services, and ambulance services in the same manner as a fire protection district, formed pursuant to the Fire Protection District Law, Part 2.7 (commencing with Section 13800) of Division 12 of the Health and Safety Code; and

WHEREAS, the District recognizes the need and benefit of establishing a community based emergency response network and team (CERT); and

WHEREAS, the CERT provides a direct benefit to District taxpayers and residents, visitors and property owners in the region; and

WHEREAS, the District wishes to formally establish by this resolution the Groveland Community Emergency Response Team which shall serve and support the Groveland Fire Department; and

WHEREAS, the District states its intent herein to support and fund to the extent possible the activities of the Groveland CERT.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY Establish the Groveland Community Emergency Response Team (CERT) effective immediately and Direct the Following:

1. Provide necessary insurance coverage for the CERT including liability, errors and omissions and workers compensation for volunteers
2. Provide physical locations for storage of equipment and supplies to support the CERT
3. Provide support to secure funding and administration for CERT equipment and supplies
4. Provide for CERT training, leadership and direction through the GCSO Fire Department

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

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

DATED: _____



TO: GCSB Board of Directors

FROM: Jennifer Flores, Admin Services Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6H: Consideration of Nomination of Candidates for the Board of Directors of California Special Districts Association and Special District Risk Management Authority

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Nominate Candidates for the Board of Directors of California Special Districts Association and Special District Risk Management Authority

BACKGROUND

SDRMA Nomination Process

There are three (3) seats up for election on the Special District's Risk Management Authority (SDRMA) Board of Directors. SDRMA is the District's Property/Liability and Worker's Compensation insurance company.

If a director would like to run for one of the open seats, the Board must nominate them by resolution and they must submit a statement of qualifications. The nomination filing deadline is May 1, 2019. The term of office is four (4) years and newly elected Directors will begin January 1, 2020 and expire December 31, 2023. Ballots will be mailed to all SDRMA member agencies in mid-May.

Director Swan has served on the SDRMA Board 2016 and currently hold one of the seats up for election.

CSDA Nomination Process

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. Any regular member in good standing is eligible to nominate one person, a Board member or managerial employee, for election to the CSDA Board of Directors.

Sierra Network Seat B is one of the seats expiring and would be the seat a nominated member would be vying for. The deadline for receiving nominations is April 17, 2019.

ATTACHMENTS:

- SDRMA Nomination Packet and Resolution
- CSDA Nomination Packet

FINANCIAL IMPACT:

None

**Notification of Nominations – 2019 Election
SDRMA Board of Directors**

January 24, 2019

Mr. Bob Swan
Board President
Groveland Community Services District
Post Office Box 350
Groveland, California 95321-0350

Dear Mr. Swan:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority



Laura S. Gill
Chief Executive Officer

2019 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- ____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

- ____ **Attachment Two:** **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.

- ____ **Attachment Three:** **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ____ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ____ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours.

“The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”

SDRMA BOARD OF DIRECTORS
2019 NOMINATION/ELECTION SCHEDULE

2019 Nomination/Election Schedule



JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY						
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MARCH						
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31						

APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
S	M	T	W	T	F	S
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29	30	31				

TASK TIMELINE
1/9 Board approves Election Schedule
1/24-25 Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1 Deadline to return Nominations
5/2 Tentative Election Comm. Reviews Nominations
5/16-17 Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21 Deadline to Receive Ballots
8/22 Tentative Election Comm. Counts Ballots
8/23 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7 Directors' Elect Invited to SDRMA Board Meeting
1/2020 Newly Elected Directors Seated and Election of SDRMA Board Officers

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-10

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).


Revised and adopted this 2nd day of November 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-10 supercedes Policy No. 2017-03 and all other policies inconsistent herewith.

APPROVED:


Jean Bracy, President
Board of Directors

ATTEST:


Gregory S. Hall, ARM
Chief Executive Officer

SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION

**Downloadable Resolution (MS Word Version) is provided in the
"2019 Election Information" link on the SDRMA Website**

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]

AS A

CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Provided are 2 sets of the **Candidate's Statement of Qualifications** Form and can be completed one of two ways as follows:

1 set to be downloaded, printed and completed by hand, or
1 set is an online fillable PDF form (download and save to computer first, then complete fillable PDF online and save)

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

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

Candidate*

District/Agency

Work Address

Work Phone

Home Phone

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

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

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

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

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

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

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

Candidate Signature _____ Date _____

**GROVELAND COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 20-19**

**A RESOLUTION OF THE GOVERNING BODY OF THE GROVELAND COMMUNITY SERVICES DISTRICT
NOMINATING [CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF
DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of GROVELAND COMMUNITY SERVICES DISTRICT nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of GROVELAND COMMUNITY SERVICES DISTRICT has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of GROVELAND COMMUNITY SERVICES DISTRICT further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this 12th of April, 2019 by the Governing Body of GROVELAND COMMUNITY SERVICES DISTRICT by the following roll call votes:

AYES:

NAYES:

ABSTAIN:

ABSENT:

APPROVED

ATTEST

President – Governing Body

Secretary



**California Special
Districts Association**

Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

RECEIVED
FEB 13 2019

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District
(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by **April 17, 2019** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



California Special
Districts Association
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

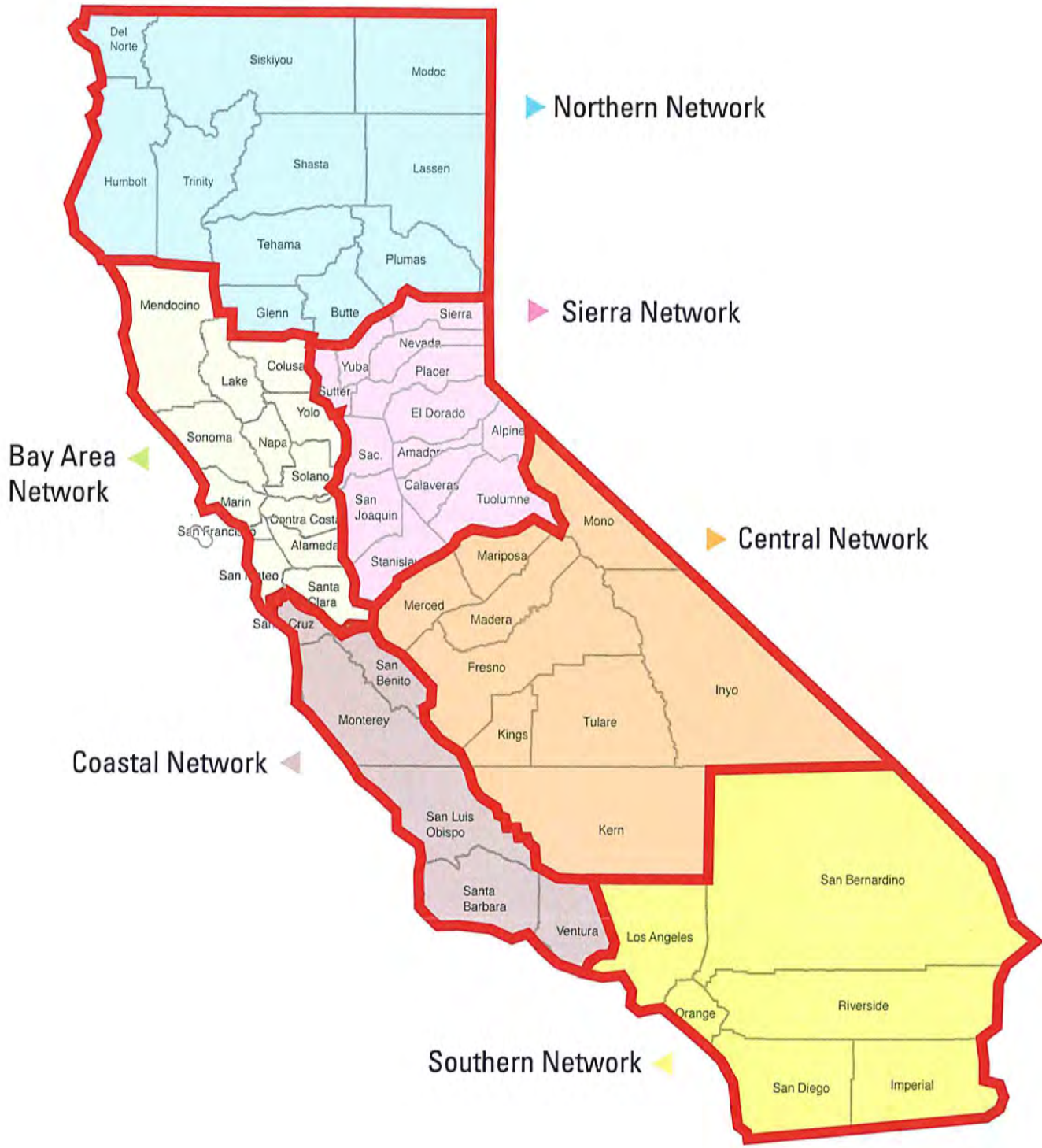
3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6I. Consideration of Offer to Tuolumne County to Purchase Groveland Townsite Common Land

RECOMMENDED ACTION

Staff recommends the following action:

I Move to offer to purchase .404 acres of land adjacent to Mary Laveroni Park from Tuolumne County

BACKGROUND

The District recently received notice from the County of Tuolumne that .404 acres of land adjacent to Mary Laveroni Park is surplus to the needs of the county and available for public sale. The County is required to offer surplus land to public agencies first, prior to offering for public sale. The property is located behind the fire department, and West of the park as shown in the attached map.

The county is requesting a minimum bid of \$33,000 for this property, which would be a solid addition to provide access to the large district parcel north of this property.

ATTACHMENTS:

- Memorandum from Tuolumne County offering the property for sale

FINANCIAL IMPACT:

The minimum bid of \$33,000 should be offered with a request to trade this property for the parcel of land being considered for the Groveland Resiliency Center.



General Services Agency

Daniel Richardson
Director

Tuolumne County Recreation
43 North Green Street
Sonora, CA 95370
Phone (209) 533-5663
www.tuolumnecounty.ca.gov

March 27, 2019

Public Agencies

Dear Public Agencies:

The County of Tuolumne Board of Supervisors has authorized the sale of two separate pieces of property which are now being offered first to public agencies. If your agency is interested in purchasing either of the properties described in the attachments, please contact Daniel Richardson at (209) 533-5663 by 3 PM on Thursday, April 18, 2019. After that date, the properties will offered to the general public.

The properties are being sold "as is." The minimum bid as set by the Tuolumne County Board of Supervisors for each property is as follows:

- North Hess Avenue: \$52,000
- Groveland Townsite common land: \$33,000

Please call if your organization is interested in this opportunity.

Sincerely,

DANIEL M. RICHARDSON
General Services Director

RECEIVED
MAR 29 2019

BY:

**North Hess Avenue Property
For Sale by Tuolumne County**

- 0.47 acres
- 60 foot wide strip of land formerly known as North Hess Avenue
- Located in East Sonora just west of the Aladdin Inn
- **Minimum bid is \$52,000**

Subject property is a former road that was abandoned due to the construction of the Sonora bypass.



If your agency is interested, contact Daniel Richardson before 3 PM on April 18 at (209) 533-5663, or drichardson@co.tuolumne.ca.us

**Common Lands in Groveland
For Sale by Tuolumne County**

- .404 acres of common land
- North of downtown Groveland
 - Located in Block 6 of the Groveland Townsite in Groveland, CA
 - Just west of Mary Lavaroni Park
- Undeveloped hillside property with some drainage.
- **Minimum bid is \$33,000**

Subject property is highlighted in red. Primarily sloped property adjacent to the creek.



If your agency is interested, contact Daniel Richardson before 3 PM on April 18 at (209) 533-5663, or drichardson@co.tuolumne.ca.us

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 12, 2019

SUBJECT: Agenda Item 6J. Approval of a Consulting Services Contract Change Order with Koff and Associates for the Development of Updated Job Classifications

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Approve a Consulting Services Contract Change Order with Koff and Associates for the Development of Updated Job Classifications

BACKGROUND

Koff & Associates has completed the Total Compensation Report and in order to fully implement the results of the report, the final classifications for all positions in the District must be finalized. The last classification study was completed in house by District staff, lacks clear definition of the relationship between certain positions, and includes erroneous and unclear information about promotional opportunities, and does not contain a promotional path for administrative staff.

Staff seeks professional assistance in developing the final revised and updated position classifications, and Koff & Associates has submitted a reasonably priced proposal that completes this necessary work.

ATTACHMENTS:

- Koff Classification evaluation proposal

FINANCIAL IMPACT:

The cost of the work will be billed hourly, not to exceed \$5,000.



Submittal date: January 4, 2019

Proposal for a Classification Study

Groveland Community Services District

Submitted by:

Koff & Associates

KATIE KANEKO

President

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

kkaneko@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633

January 4, 2019

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

Dear Mr. Kampa:

Thank you for the opportunity to respond to your request for proposal for a **Classification Study** for development of four (4) classifications through studying three (3) positions at **Groveland Community Services District** ("District").

Koff & Associates is an experienced public-sector consulting firm that has been conducting similar studies for cities, counties, and special districts, for thirty-five (35) years. The firm has achieved a reputation for working successfully with management, employees, and union representatives. We believe in a high level of dialogue and input from employees and management and our proposal speaks to that level of effort. That extra effort has resulted in close to 100% implementation of all of our classification and compensation studies. We are very proud of the fact that our firm has never had a formal appeal to any of our studies in its history.

I can be reached at our Berkeley address and phone number listed at the bottom of this page. My email is kkaneko@koffassociates.com. Please call me with any questions or if you wish additional information.

We look forward to the opportunity to again provide professional assistance to Groveland Community Services District with this important project.

Sincerely yours,



Katie Kaneko
President



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SCOPE OF WORK / DELIVERABLES / TIMELINE

CLASSIFICATION STUDY OF THREE POSITIONS AND DEVELOPMENT OF FOUR CLASSIFICATIONS

Deliverable A. Initial Documentation Review, Meetings with Study Project Team, and Management Staff

- Identify client project team, contract administrator, and reporting relationships.
- Orientation and briefing sessions with the study project team and staff to explain methodology.
- Gather all pertinent documentation, including class descriptions for the classifications to be studied, organizational charts, personnel policies, memoranda of understanding, previous classification studies, salary schedules, etc.
- Review and agree to the position description questionnaire (“PDQ”), and a class description format

Deliverable B. Orientation Meetings with Employees and Distribution of PDQ

- Design and discuss PDQ with the District’s project team in order to customize it to meet study objectives.
- Facilitate orientation meetings for all study participants and managers and distribute the PDQ, begin the educational process that continues throughout the study, discuss the importance of employees’ involvement; elements that are not a part of the study will also be covered.

Deliverable C. PDQ Completion & Review

- The incumbents will complete PDQs and their supervisor/manager will review, comment, and sign off on it.
- K&A will review and analyze PDQs in detail along with other documentation.

Deliverable D. Employee/Supervisory/Management Interviews

- Interviews will be scheduled with each of the incumbents.
- Interviews will then be held with supervisory and management staff who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff and/or provide additional clarifying information.
- The purpose of the interviews is to clarify and supplement the PDQ data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities.

Deliverable E. Classification Concept/Preliminary Allocation Development

- K&A’s job evaluation will result in classification plan concept and employee allocation document that will be submitted to project team for review and approval.
- Utilize the “whole position” classification methodology, including education, experience, problem solving/ingenuity, attention/stress, independence of action/responsibility, contacts with others, supervision exercised, consequence of action/decisions.
- Incumbent-specific allocation list for each studied position will be prepared, specifying current and proposed classification title and impact of our recommendations (reclassification, title change, or no change).
- Meet with the project team, HR, and management staff to review the proposed recommendations to the classifications being studied based on industry best practices and roles and responsibilities; provide the recommendation to employee representation for review.



Deliverable F. Draft Class Description Development/Update (as appropriate)

- New and/or updated class descriptions will be developed for each proposed classification, updating duties, responsibilities, and minimum qualifications of each class specification, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly.
- Review, analyze, and update knowledge, skills, abilities, education and experience, relevance and hierarchical consistency, position definitions, purpose, distinguishing characteristics, supervision received/exercised, position functions and special requirements, including licensing and certifications.
- Determine exempt vs. non-exempt status in accordance with “white collar” exemptions under the Fair Labor Standards Act (“FLSA”) and ensure compliance with the Americans with Disabilities Act (“ADA”).

Deliverable G. Draft Class Description Review/Informal Appeal Process

- Submit new/updated classification descriptions to Project Team for review and discussion to ensure that no factual information is overlooked and that the recommendations are fair and consistent.
- Next, submit draft copies of the classification allocation recommendation and new/updated class descriptions (if applicable) to each manager, supervisor, and employee, as well as employee representation, to provide comments and concerns regarding the recommendation and any modifications to the proposed class description (if applicable).
- Each employee receives a memorandum outlining what has been accomplished, a report regarding our analysis and classification recommendation, how to best review the draft classification specification, and how to provide feedback to us; supervisors and employee representatives receive a copy of their employees’/constituents’ classification report and class descriptions to review and provide additional information, as appropriate.
- Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class recommendation.
- Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval.

Deliverable H. Finalize Classification Recommendation/Final Report

- Develop Final Report of the Classification Study for final review and comment.
- The Report will contain: documentation regarding study goals and objectives, classification methodology, approach, and process; all findings, analysis, and resulting recommendations; recommended allocation list, classification title changes, and other factors.
- Once we have received the District’s comments regarding the Final Report and have made any necessary changes, a Final Classification Report will be developed.



Timeline

Our professional experience is that small classification studies of this scope take approximately four to six (4 - 6) weeks to complete, allowing for adequate PDQ completion, interview time, classification description review and/or development, review steps by the District, the development of final reports, any appeals, meetings, and presentations.

Following is a suggested timeline (which can be modified based on the District’s needs):

Deliverables	Classification Study: <i>Development of 4 Classifications through Studying 3 Positions</i>	Completion by:
A.	Initial Documentation Review, Meetings with Study Project Team & Management Staff	Week 1
B.	Orientation Meetings with Employees and Distribution of PDQ	Week 1
C.	PDQ Completion and Review	Week 3
D.	Employee/Supervisory/Management Interviews	Week 4
E.	Classification Concept/Preliminary Allocation Development	Week 5
F.	Draft Class Description Development/Update	Week 5
G.	Draft Class Description Review/Informal Appeal Process	Week 6
H.	Finalize Classification Plan/Final Report	Week 6



COST PROPOSAL

Deliverables	Classification Study: Development of 4 Classifications through Studying 3 Positions	Hours:
A.	Initial Documentation Review, Meetings with Study Project Team and Management Staff	4
B.	Orientation Meetings with Employees and Distribution of PDQ (via Web conf call)	1
C.	PDQ Completion and Review	1
D.	Employee/Supervisory/Management Interviews	4
E.	Classification Concept/Preliminary Allocation Development	2
F.	Draft Class Description Development/Update	12
G.	Draft Class Description Review/Informal Appeal Process	2
H.	Finalize Classification Plan/Final Report	12
	Total Professional Hours	38
	Combined professional and clerical composite rate: \$134/Hour	\$5,092
	Expenses are included in the composite hourly rate:	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, parking, meals, travel time, etc.</i>	
	TOTAL PROJECT COST NOT TO EXCEED:	\$5,092
	<i>*Additional consulting will be honored at composite rate (\$134)</i>	



Signature Page

Koff & Associates intends to adhere to all of the provisions described above.

This proposal is valid for ninety (90) days from date of submittal.

Respectfully submitted,

By: **KOFF & ASSOCIATES**
State of California

A handwritten signature in purple ink, appearing to read 'Katie Kaneko'.

Katie Kaneko
President

January 4, 2019

