



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

July 14, 2020

10:00 a.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's in Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using Zoom. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the GCSB Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us04web.zoom.us/j/279281953> using a computer with internet access that meets Zoom's system requirements

Telephone: Listen to the meeting live by calling Zoom at (253) 215-8782 or (301) 715-8592. Enter the Meeting ID# 279-281-953 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 279-281-953.

HOW TO SUBMIT PUBLIC COMMENTS:

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

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to board@gcsd.org, and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jennifer Flores, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or jflores@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.gcsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

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)



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

TELECONFERENCE AGENDA

July 14, 2020

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 and Proclamations

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. Proclamations

- i. Recognition of Staff Anniversaries and Accomplishments
- ii. Resolution Commending Fire Captain Kevin Siville for his Efforts and Accomplishments While Serving the Groveland Fire Department

4. Consent Calendar

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

- A. Approve Minutes from the June 9, 2020 Regular Meeting
- B. Approve Minutes from the June 23, 2020 Special Meeting
- C. Accept June 2020 Payables
- D. Ratification of the Development Impact Fee Review Committee Assignments
- E. Authorization to Apply for the California Fire Foundation Fire Relief & Prevention Grants in an Amount Not to Exceed \$15,000 to Continue the Defensible Space Inspection Program
- F. Reject all Bids Submitted for the Groveland Community Services District Pavement Rehabilitation Project
- G. Waive Reading of Ordinances and Resolutions Except by Title

5. Old Business

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

- A. None.

6. Discussion and Action Items

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action. **The Board will break for lunch as close to noon (12:00 PM) as possible, and reconvene as close to 12:30 PM as possible. Scheduled appointments will be held at the time stated, and any remaining agenda items will be heard following timed items, at the discretion of the Board President.**

A. Public Hearing

The District will Conduct a Public Hearing to Receive Public Comment and Input for the Placement of Delinquent Charges for FY 2019-20 on Property Tax Rolls

- i. Adoption of a Resolution Approving the Placement of Delinquent Charges for FY 2019-20 on Property Tax Rolls

B. Consideration of Providing Direction on a Potential Special Tax Measure for the November 2020 Ballot to address Revenue for the Groveland Fire Department

C. COVID-19 Response Update Report Regarding the Status and Timeline of Reopening the District Office to Customers, Office Staffing and Board Meeting Venue

D. Adoption of a Resolution Approving an Electronic Signature Policy

E. Adoption of a Resolution Approving a Plan Check and Inspection Agreement for the Construction of Water System Improvements to Serve the Airport Estates Development

F. Adoption of a Resolution Requesting the Tuolumne County LAFCO Take Proceedings for the Annexation of the Airport Estates Subdivision Parcels to the Groveland CSD

G. Consideration of a Communications Partnership Arrangement with Internet Service Provider Cal.net Related to Use of District Facilities and Provision of Broadband Internet Services to the Communities of Groveland and Big Oak Flat Including District Facilities

Appointments

Timed agenda items will be heard immediately after the lunch break, as close as possible to the time stated.

- H. (12:30 PM) Presentation and Proposal on the PHI Cares Membership Program Offered by PHI Air Medical, who Provides Emergency Medical Air Transportation Services

7. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
July 14, 2020

To: Board of Directors

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

Subject: Monthly Activity Report – June 1, 2020 to June 30, 2020

Operations:

Emergency Incident Response:

On June 9, 2020 Groveland Fire and CAL FIRE units responded to a reported vehicle fire in the 20000 block of Pine Mountain Drive. Upon arrival, there was an extinguished fire in the back of the bed of a pick-up truck. The fire was contained by locals preventing any extension in the wildland.

On June 23, 2020, Engine 781 responded to Rainbow Pools for a possible drowning victim. Upon arriving at scene, our crews donned their Swift Water Rescue gear and attempted to locate the victim. Witnesses stated, the victim had fallen off a rock into the water and had not been seen for approximately thirty minutes. Engine 781 notified the Emergency Command Center and requested the TCSO Search and Rescue Team. Crews secured the area until the dive team arrived and they assisted with the recovery of the victim.

On June 23, 2020, Engine 781 and CAL FIRE units responded to a vegetation fire halfway up Old Priest Grade. Upon arriving at scene, there were two spots of grass extinguished by locals with fire extinguishers. The actions of the locals prevented a major incident. The cause of the fire is determined to be mechanical (backfire).



On June 23, 2020, CAL FIRE responded to an injury vehicle accident with a vegetation fire on Wards Ferry Road in the vicinity of the Deer Creek Bridge. Upon arrival, there was a truck teetering on the edge of the road with a 20' X 50' strip of grass that was extinguished by locals. The patient was located down the road with minor injuries and treated. Once again the quick actions of passerby's prevented a major incident in the community of Groveland and Tuolumne County if the fire got established in the Tuolumne River Drainage. The cause of the fire was determined to be caused by a traffic accident.



On June 24, 2020 Engine 781 and CAL FIRE units responded to a motor vehicle accident with extrication at Highway 120 X Catholic Cemetery Road. Upon arriving at scene, a CAL FIRE employee was on scene and had reported a single vehicle rollover with a patient with minor injuries, pinned-in. Our fire crews stabilized the vehicle and used the "Jaws of Life" to extricate the patient. The patient was extricated and packaged within 18 minutes and transported to Adventist Health in Sonora for further evaluation.

On June 24, 2020 Engine 781 and CAL FIRE units responded to a reported residential structure fire in the 19000 block of Vernal Drive. Upon arriving at scene, Engine 4476 reported a double wide mobile home with light smoke coming from the front. Fire crews were immediately contacted the reporting party reported the fire was out. After confirming the fire was extinguished, crews checked for extension behind the stove. The cause of the fire was determined to be food left on a stove unattended.

Apparatus and Equipment:

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

Fire Prevention:

Defensible Space Inspectors Sara Ruhl and Ben Campbell completed 122 defensible space inspections within the District, starting in the Big Oak Flat area working towards Groveland. The Defensible Space Inspectors were funded by the California Fire Foundation and supported by staff and the Board to ensure compliance with the Public Resources Code (PRC) 4291. Our Inspectors educate and inform residents how to create defensible space and harden their home to increase the chance of surviving a wildfire while also protecting the firefighters defending the home.

Training:

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

- Area Orientation
- Map Training
- Hydrant Changeover and Pump Operations
- Nozzle Operations and Fire Flow
- Water Rescue
- Vehicle Extrication

Announcement:

Congratulations to Kevin Siville on his transfer to the Madera-Mariposa-Merced Unit at the Winton Fire Station. Kevin's priority was to provide the highest level of service to the public and served the Groveland Community for over six years. He was instrumental in several key programs especially the Grant Writing Program. Kevin wrote several grants that saved the District tens of thousands of dollars in purchasing a new SCBA Fill Station, Personal Protective Gear, and Self-Contained Breathing Apparatus (SCBA). Kevin is a true firefighter at heart, and we wish him well in his new assignment.

His replacement will be Fire Captain Travis Chunn who has been with us as a Fire Apparatus Engineer since 2014. Travis' initiative, hard work, and diligence has prepared him well for this promotion. He brings over 18 years of valuable experience and will continue to lead, making a positive impact to the Department.

MONTH - June 2020

STATION 78

Alarm Sounding	1
Odor Investigation	0
Debris Fire	0
Medical Aid	34
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	6
Smoke Check	0
Structure Fire	1
Commercial Structure Fire	0
Vegetation Fire	2
Vehicle Accident	2
Vehicle Accident/Pin in	1
Vehicle Fire	2
TOTAL	50

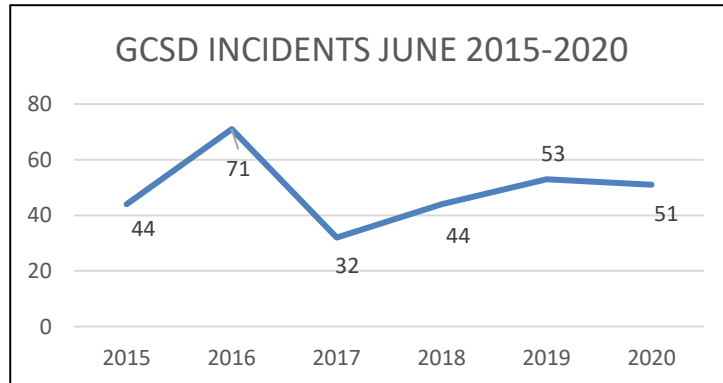


Auto Aid	Given
Tuolumne County	4

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

Last Call Logged Run # TCU 007187

2020 Incidents Year to Date 273
 2019 Incidents Year to Date 286





BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Pete Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 3Aii: General Manager's Report

Building Resilient Communities Grant

Attached you will find a brochure on the above named grant through FEMA. District management will be meeting to discuss a large scale communications/connectivity, GIS Mapping, staff sharing, and potentially equipping the CERT team. We will keep the Board informed of the progress and seek approval of the plan in the coming months.

CSDA Take Action

Attached is the CSDA Take Action Brief for this month. Of particular note is the state budget funding for PSPS relief on page 3, which we intend to sue to replace more generators. This is something management and CSDA has worked very hard on for a year.

Sewer Project Funding Status

Attached is the loan/grant term sheet proposed by the state, but the agreement is now 3-6 months out for whatever reason. I will stay closely engaged, but have been assured that the contract will be awarded this fiscal year (ending June 30, 2021). Meanwhile, we can proceed with final plans and specifications for the project to be shovel ready when a contract is awarded. We can be reimbursed from the loan/grant for the engineering and permitting costs to prepare for construction.

Building Resilient Infrastructure and Communities (BRIC) grant program

Guiding Principles

Support community capability and capacity building



Enable large infrastructure projects



Encourage and enable innovation



Maintain flexibility



Promote partnerships



Provide consistency



BRIC Launch Timeline



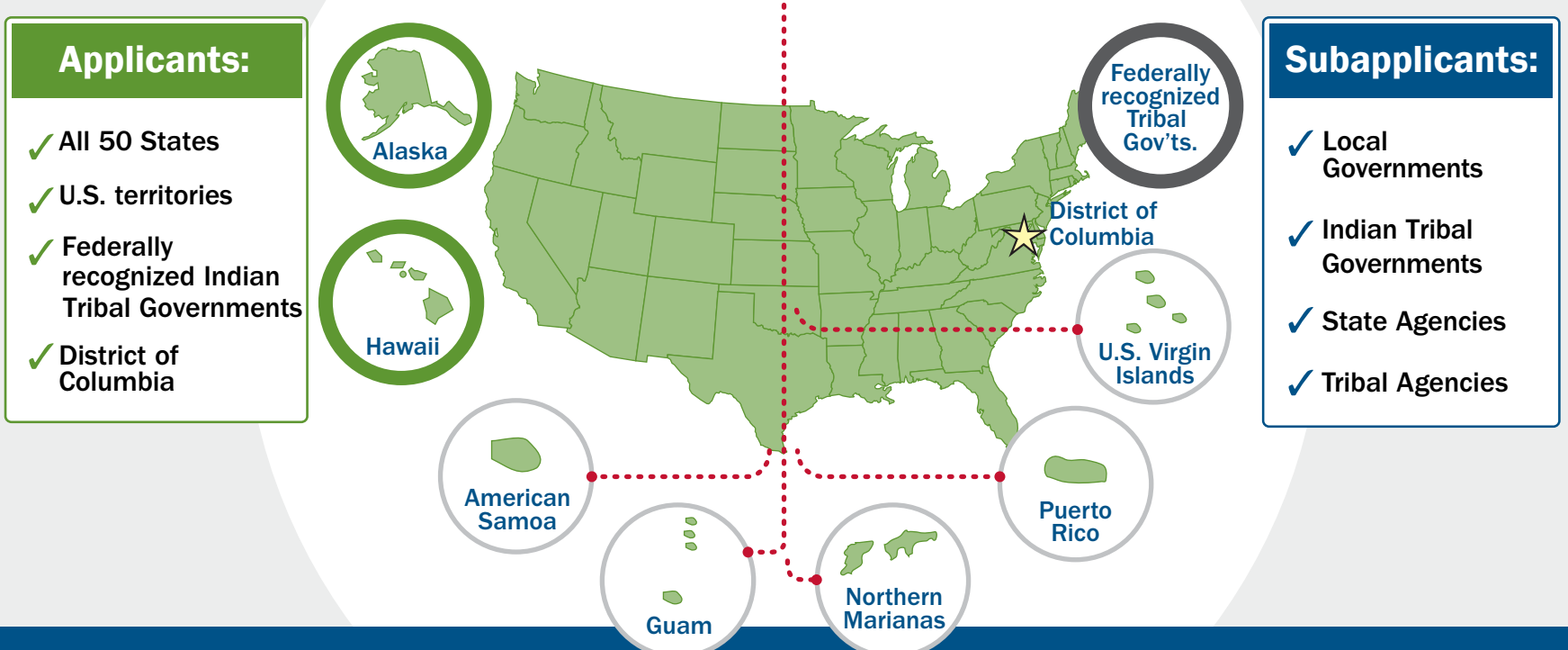
Where we are now

Funding

BRIC is funded by a 6% set-aside from federal post-disaster grant funding

- **State and Territory Allocation:** An allocation for each state, territory, and the District of Columbia (DC).
- **Tribal Set-Aside:** A set-aside for Federally recognized Tribal Governments.
- **National Mitigation Project Competition:** For all eligible Applicants, the remainder of the funding will be available competitively for mitigation projects.

Who is eligible for BRIC funding?



FEMA

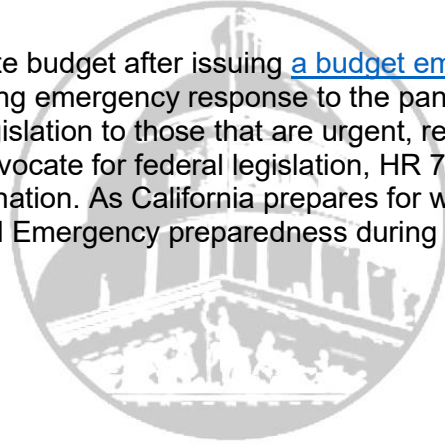
For more information visit www.fema.gov/bric



TAKE ACTION BRIEF

July 2020

Governor Newsom signed the state budget after issuing [a budget emergency](#) to make additional resources available to fund the state’s ongoing emergency response to the pandemic. The legislature is working on a shortened timeline and limiting legislation to those that are urgent, related to COVID-19, or those that lack opposition. CSDA continues to advocate for federal legislation, HR 7073, to provide relief funding to special districts throughout the state and nation. As California prepares for wildfire season, the budget addresses Public Safety Power Shut-offs and Emergency preparedness during the pandemic.



Inside this edition of the Take Action Brief:

HR 7073: Special Districts Provide Essential Services Act Update.....2

2020-21 State Budget, Wildfire Readiness and Power Resiliency.....3

New Measure Introduced Regulating Summer Camps and Other Organized Activities.....4

AB 922: Board Members and Social Media.....5

Family Leave Expansion Bill Included with State Budget.....6

Contact a local CSDA representative near you!

Chris Norden	Northern Network	chrisn@csda.net
Dane Wadlé	Sierra Network	dane@csda.net
Colleen Haley	Bay Area Network	colleenh@csda.net
Cole Karr	Central Network	colek@csda.net
Charlotte Holifield	Coastal Network	charlotteh@csda.net
Chris Palmer	Southern Network	chrisp@csda.net



➤ REVENUE, FINANCES, AND TAXATION

CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

HR 7073: Special Districts Provide Essential Services Act - Update

CSDA's advocacy efforts to secure federal COVID-19 relief resources continues with [HR 7073, the Special Districts Provide Essential Services Act](#) as the U.S. Senate continues discussions on a potential forthcoming relief package including state and local assistance.

HR 7073 remains in the U.S. House Financial Services Committee and the House Committee on Oversight and Reform. As of Thursday, July 2, there are [26 cosponsors](#), all Democrats; [19 of which are members of the California Delegation](#). CSDA has maintained good communication with Senators Dianne Feinstein and Kamala Harris, both of whom have signaled support for our legislation. Absent of a companion bill in the Senate at this point, the senators have taken direct action to move on special districts' priorities.

On June 15, Feinstein and Harris sent a letter to the U.S. Department of Treasury and Federal Reserve requesting a reconsideration of the Municipal Liquidity Facility. [The letter calls on the Fed to open the program to special districts](#). The Federal Reserve may open the short-term facility program to all forms of governments, as it is authorized under the CARES Act; however the Federal Reserve has [eased its expansion of the program](#). The Federal Reserve does not yet include special districts despite their authority to issues Tax and Revenue Anticipation Notes, Bond Anticipation Notes and more under the MLF. There is no update at this time whether either the Federal reserve or Treasury have responded.

As CSDA continues developing bipartisan co-sponsorship for HR 7073 in the House, the attention shifts to the Senate. The Upper Chamber is currently negotiating its answer to the House-passed [HR 6800 \(HEROES Act\)](#), a \$3 trillion COVID-19 relief bill including \$915 billion for local governments. The HEROES Act does not include priority requests to meet special districts' needs.

To accomplish the goal and secure a companion bill in the Senate, CSDA is engaged with its National Special Districts Coalition (NSDC) partners in Colorado, Florida, Oregon and Utah to expand national support, and we are reaching out to stakeholder associations in states beyond NSDC's to build bipartisan consensus. A major goal is to have the companion bill included in the Senate's forth coming COVID-19 relief bill, which is now expected to arrive sometime this month.

CSDA continues to call on special districts to [take action](#) and send in support letters for HR 7073 to their federal representatives. For more information and resources on this legislative endeavor visit CSDA's [COVID-19 Take Action page](#). For questions on federal COVID-19 relief advocacy, contact Cole Karr, CSDA public affairs field coordinator, at colek@csda.net

[Download a Sample Letter to Send to Federal Representatives](#)

CSDA Advocacy resources regarding COVID-19 are found on our [Take Action](#) page devoted to topic to help districts stay up to date. For questions or concerns on Federal COVID-19 advocacy, contact Cole Karr, Public Affair Field Coordinator-Central Network, at colek@csda.net



2020-21 State Budget, Wildfire Readiness and Power Resiliency

CSDA was tracking several items in the budget pertaining to wildfire prevention and preparation, de-energization events, and community power resiliency. The budget signed by the Governor includes:

1. Wildfire Forecast and Threat Intelligence Integration Center. Allocates \$2 million General Fund to analyze wildfire risk, consistent with Chapter 408, Statutes of 2019 (SB 209). This is a reduction of \$6.8 million as proposed in January. The primary mission of the center is to collect, assess, and analyze fire weather data, atmospheric conditions, and other threat indicators that could lead to catastrophic wildfire and to reduce the likelihood and severity of wildfire incidents that could endanger the safety of persons, property, and the environment by developing and sharing intelligence products related to fire weather and fire threat conditions for government decisionmakers. Additionally, the center is tasked with developing a statewide wildfire forecast and threat intelligence strategy to improve how wildfire threats are identified, understood, and shared in order to reduce threats to California government, businesses, and consumers.

2. PSPS During COVID-19. The budget submitted authorizes the Director of the Office of Emergency Services to contract with an operational observer to monitor the efforts of Pacific Gas and Electric Company to prepare for the 2020 wildfire season, implement measures to mitigate the risk of wildfire ignitions from utility infrastructure, and reduce the use, scope, and duration of public safety power shut offs while the State of California is also protecting public health and safety during the Governor's declared state of emergency relating to the COVID-19 virus.

3. Community Power Resiliency Funding. [SB 74](#) included the \$50 million appropriation accessible to local governments to assist in preparing for deenergization events and specifically included special districts who operate critical facilities and infrastructure as eligible to apply for the grant funds. However, the budget control language for this item was written in a way that was burdensome and could have required changes to an emergency plan to include power outage events prior to receipt of funds, which would have been unrealistic for some local agencies, or would have required submission of an emergency plan in full to CalOES, which could have compromised security and created confidentiality issues. CSDA worked with local government partners, the administration, and legislative budget staff to get this control language amended. Our requested amendments were included in [AB 89](#). Local agencies now must submit only that portion of an emergency plan that deals with deenergization events or must certify that they will include plans for power outage events at the emergency plans next update.

Who is eligible: Only special districts with an identified critical facility or facilities, or providing critical infrastructure, pursuant to the [deenergization guidelines adopted by the Public Utilities Commission](#) (Page 75-76 for the shared definition of "critical facility" and "critical infrastructure").

Action: Look for more information on this soon, once the Governor's Office of Emergency Services has crafted implementation guidelines and opens the grant process.



➤ GOVERNANCE AND ACCOUNTABILITY

CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community

New Measure Introduced Regulating Summer Camps and Other Organized Activities

Recently, [SB 217 \(Portantino\)](#) was “guttled-and-amended” or amended to strip out the prior contents and replace it with new contents and could affect those districts that host summer camps or other types of organized activities.

Existing law requires the State Public Health Officer, the State Fire Marshall and local health officials to enforce rules and regulations establishing minimum standards for organized camps. Existing law defines “organized camp,” as a site with a program and facilities established for the primary purposes of providing an out-door group living experience with social, spiritual, educational, or recreational objectives, for 5 days or more during one or more seasons of the year.

SB 217 defines “recreational camp” as a camp that operates for profit or nonprofit purposes, serves 5 or more children, and operates for at least 5 days during any season, but exempts a licensed daycare facility from the definition of recreational camp.

This bill would require an organized camp *and* a recreational camp to among many other things:

- Obtain a license from the local agency of the jurisdiction where the camp is located before operating a camp. It would require the local agency to inspect a camp for compliance with these provisions before issuing a license to operate.
- Require the State Public Health Officer and the State Fire Marshal to adopt rules and regulations governing the operation and minimum fire safety of recreational camps.
- Requires local health officers to enforce building standards and the other rules and regulations recreational camps and organized camps.
- Requires each local agency to report to the State Department of Public Health whether each camp within its jurisdiction complies with the licensing and operational requirements established in this bill.
- Establishes the Recreational Camp Safety Advisory Council within the state government to advise and consult on policy matters relating to recreational camps.
- Requires each recreational camp to employ a camp director and health director and for the health director to develop a health care policy for the camp.
- Imposes various age and training requirements and criminal history review on camp counselors, staff, and volunteers.
- Requires each camp to comply with a specified counselor-to-camper ratios.
- Requires each camp to obtain specified certifications before offering high-risk activities.
- Bill authorizes a local agency to levy a civil penalty on each camp that fails to comply with the requirements of the bill.
- Creates Mandatory Reporter rules for camps.

This measure was inspired by the tragic death of a six-year-old camper who drowned in a summer camp pool in 2019 at an unlicensed camp.

CSDA will likely be taking a position on this measure soon and would greatly value your expert input on how this measure might affect your district and the community it serves.

Please feel free to contact CSDA Legislative Representative Anthony Tannehill at anthonyt@csda.net



AB 922: Board Members and Social Media

While most of the bills related to local government governance matters have been put on hold for the year because of the Legislature’s shortened timeframe due to the COVID-19 Pandemic, [Assembly Bill 992](#) by Assembly Member Mullin (D-South San Francisco) related to local government social media usage is still active. AB 992 would allow a majority of a local agency’s legislative body members to participate in social media platforms, like Facebook, so long as governing members do not partake in discussion amongst themselves regarding business within their jurisdiction. Essentially, it would ensure that if one district board member posted something on Facebook and the other district board members “liked” the post, those actions wouldn’t be a violation of the Brown Act. AB 992 is a common-sense approach to modernizing the Brown Act, that will allow for greater communication and interface with the public.

CSDA is supporting this bill along with the League of California Cities and the California State Association of Counties. The bill will be heard next in the Senate Governance and Finance Committee. For any questions about this bill please contact CSDA’s Senior Legislative Representative, Dillon Gibbons, at Dillong@csda.net.



➤ HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Family Leave Expansion Bill Included with State Budget

[SB 1383 \(Jackson\)](#), a recently gutted and amended measure, opposed by CSDA, would expand protected family leave which could have potentially significant financial impacts on employers and special districts, especially smaller districts. This legislation is the result of a budget agreement between the Legislature and the Governor. While referred to as "Paid Family Leave," the bill is rather an extension of California Family Rights Act (CFRA) leave, which would effectively extend protected leave to employers with five or more employees. The impact of this bill will especially be felt by smaller districts, as currently, employers with less than 50 employees within 75 miles are not currently required to provide protected leave under CFRA.

Specifically, SB 1383 will require employers with five or more employees to provide 12-weeks of protected leave of absence each year. Since the proposed leave is "protected," an employer has no discretion to deny it or ask the employee to modify the leave to accommodate the employer's business operations or other employees who may be out of work on other California leaves of absence. An employer that denies, interferes with, or discourages the protected leave could be subject to costly litigation and subject to punitive damages.

This leave is in addition to existing leaves of absences already required, thereby requiring up to 6 months of mandatory leave. Through the federal Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), the federal government expanded its federal leave law to all employers and requires them to provide 12 weeks of leave to care for a child as a result of COVID-19. The CARES Act also mandated two weeks of paid sick leave for an employee who is sick from COVID-19 or to care for a family member who is sick. Specifically, an employee could be entitled to 14 weeks of leave under the CARES Act and then another 12 weeks of leave under this bill, totaling 26 weeks of protected leave.

SB 1383 also amends the definition of family member for whom the employee can take leave under the CFRA to include a child of a domestic partner, grandparent, grandchild, sibling, or domestic partner. Additionally, the bill removes the requirement that a "child" be under the age of 18 or a dependent adult child. In doing so, the Family and Medical Leave Act's (FMLA) and CFRA's qualifying requirements no longer conform with each other. Since California cannot preempt or limit the application of federal law under FMLA, an employee's ability to qualify for FMLA leave is not negated by previously taking leave under CFRA.

The leave outlined in this bill is not "paid" by employers however, that does not mean employers will not incur costs. While employees are on leave, districts will potentially have to: (1) maintain medical benefits for the duration of the leave; (2) pay for a temporary employee to cover for the employee on leave, usually at a higher premium given the limited duration of employment; or (3) pay overtime to other employees to cover the work of the employee on leave.

In a hearing on the bill in late June, legislators from both sides of the aisle took issues with a number of the provisions of the bill. As a result, there is a chance the bill is not yet in its final form and could be amended to reduce the burden on small employers. While this bill is part of a budget deal and is expected to pass in some form along with other budget bills, this bill would not go into effect until January 1. [Click here](#) to watch a clip of Senator Richard Roth's (D-Riverside) tough line of questioning to the Department of Finance on the merits of the bill and its impacts on small businesses.

CSDA will continue to provide updates on the status of this bill through the CSDA Advocacy News Community as it moves through the Legislative process.



➤ OTHER WAYS TO TAKE ACTION

Learn More

Reminder: the 2020 CSDA Annual Conference & Exhibitor Showcase has been cancelled. Save the date for the 2021 CSDA Annual Conference & Exhibitor Showcase: Monday, August 30 – Thursday, September 2, 2021 in beautiful Monterey!

At this time, CSDA is still planning to proceed with the Special District Leadership Academy (SDLA) Conferences with social distancing measures in place. The September SDLA Conference in Lake Tahoe will have both a first-time (up to 80 attendees) track and advanced track (up to 40 attendees). The November SDLA Conference in San Diego will have a first-time attendee track only (up to 40 attendees).

We are also planning on holding the Board Secretary Clerk Conference in Anaheim this October. Plans are underway to allow first-time attendees to come for two days followed by advanced/returning attendees for two days to allow for maximum social distancing.

[The Special District Leadership Foundation](#) has removed district budget limits from its scholarship applications* for the remainder of 2020. They have also streamlined the application process for easy same day approval. CSDA member and non-member districts are encouraged to apply at sdlf.org for funds for any CSDA professional development.

**the website scholarship district budget limit has been raised to \$2 million*

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email romanw@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email advocacy@csda.net for help accessing these additional member resources.

State Water Resources Control Board

CREDIT REVIEW CHECKLIST

Program Type		CW Construction
Applicant Name:	Groveland Community Services District	
Project Number:	8109-210	
Total Project Cost:	\$5,845,568	
Amount Requested:	\$5,845,568	

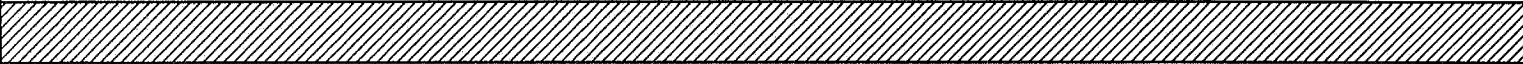
Attachment Checklist

YES	N/A	Were the following items submitted in the Financial Security Package?
X		F1- Audited Financial Statements (3 years)
X		F2- Budget Projections (2 years)
X		F3- Tax Questionnaire
X		F4- Reimbursement Resolution
X		F5- Authorizing Resolution
X		F6- Rate Adoption Resolution
X		F7- Pledged Revenues and Fund(s) Resolution or Corporate Resolution
X		F8- Related Debt Schedule and Debt Document Copies
X		F9- Debt Management Policy (Exempt: Private Entities and Public Entities receiving 100% Grant/PF)
	X	F10- New Tax; Assessment; Fee or Service Charge Projections (if applicable)
	X	F11- Relevant Service, Operating or Joint Powers Agreements (if applicable)
	X	F12- Future Capital Needs (if applicable)

Total Project Cost		\$5,845,568
Other Funding Source Amounts		

Current Year MHI	MHI Source	Percentage of State MHI	Population
\$51,390	ACS	72%	3,414

Disadvantaged Community Information		Qualifying Comments	
	Small Disadvantaged Community	72%	
	Small Severely Disadvantaged Community	N/A	
X	Current rate compared against TCR	3.29%	TCR @ 1.5% \$64.24
	Proposed Rate compared against TCR	0.00%	
	Principal Forgiveness Requested and Amount Qualified CW Green Project Reserve (GPR) only	N/A	

Current Monthly Rate		Proposed Increased Monthly Rate		Effective Date
\$140.86	Sewer Rate Revenue	\$0.00		9/1/2019
The sewer rate includes a \$20.42 charge that goes directly to repay the 2019 Wastewater ISA, a base rate of \$72.69, and a consumption charge of \$47.75/5000 gallons.				
Total Connections		Residential	Commercial	Other
1,537		1,448	89	0
Proposition 218 Public Hearing Date			Adopted and Signed Rate Increase Resolution Date	
8/15/2018			Resolution #22-18 dated 8/15/2018	
				
No	Is Applicant Joint Powers Authority (JPA)?			
No	Original JPA Agreement and Amendments Attached?			
Dedicated Source of Repayment		Dedicated Source of Revenue Resolution Date		
Net Revenues of the Wastewater Enterprise Fund		Resolution #6-17 dated 5/15/2017		
If Dedicated Source of Revenue is Special Assessment or Special Tax, was Documentation of Adoption and Amounts Submitted?		N/A		
Ratings Agency		Current Rating for Dedicated or Pledged Fund		
Fitch		Not Rated		
Moody's (only bond debt)		Not Rated		
Standard & Poor's		Not Rated		
Checked EMMA?		Yes		
Number of Outstanding Debts	Current Balance of All Outstanding Debts	Debt Service of All Outstanding Debts	Minimum Required Debt Service Coverage	Schedule of System Obligations and Debt Documents Received
2	\$3,417,863	\$168,358	1.25	Yes
Financial Documents				Years Received
Financial Documents Audited Financials				2016-2019
Budgets or Cash Flow Projections for Minimum of Two (2) Years				2020-2022

Fiscal Year	Audited 2016	Audited 2017	Audited 2018	Audited 2019	Projections 2020	Projections 2021	Projections 2022
Operating Revenues	\$1,867,943	\$1,862,515	\$1,862,027	\$2,023,058	\$2,248,558	\$2,536,958	\$2,536,958
Non-Operating Revenues	\$5,373	\$5,156	\$6,099	\$9,038	\$17,000	\$17,000	\$17,000
Operating Expenses	\$1,108,049	\$1,268,558	\$1,340,694	\$1,308,998	\$1,624,800	\$1,673,500	\$1,723,700
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Revenues	\$765,267	\$599,113	\$527,432	\$723,098	\$640,758	\$880,458	\$830,258
Outstanding Debt Service	\$357,071	\$360,705	\$358,870	\$353,715	\$168,358	\$403,502	\$401,077
Proposed Debt Service	\$0	\$0	\$0	\$0	\$0	\$59,992	\$59,992
Total Debt Service	\$357,071	\$360,705	\$358,870	\$353,715	\$168,358	\$463,494	\$461,069
Debt Service Coverage	2.14	1.66	1.47	2.04	3.81	1.90	1.80

Comments:

The District has one outstanding long-term debt: a newly-issued Installment Sales Agreement with Municipal Finance Corporation (Series A & B) which refunded the 2014 Wastewater Revenue Refunding Bonds. The District enacted new sewer rates in 2018. Rates are expected to increase through 2023. As of 6/30/19, Unrestricted Cash and Cash Equivalents in the Sewer Fund were noted as \$1,760,997.

Other Documents or Certifications As Required	Comments
Litigation, Audits or Dispute Letter or Certification; Outstanding Penalties or Fines	No
Authorizing Resolution	Resolution #4-17 dated 5/15/2017
Reimbursement Resolution and Tax Questionnaire	Reimbursement Resolution #5-17 and Tax Questionnaire dated 1/24/2019
Received email with comments from SRF Bond Counsel	Approved 10/14/2019
501c Determination (required for private entities) http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Business-Master-File-Extract-EO-BMF	N/A
Checked Secretary of State Website (SOS) (required for private entities) https://businesssearch.sos.ca.gov/	N/A
UCC Lien Filing https://uccconnect.sos.ca.gov/acct/acct-login.asp	N/A

Socio-Economic Trends

The population of Groveland has increased 104.8% since 2010. ACS shows an MHI of \$51,390. USA.com shows an MHI of \$74,534. The average home value has increased 5% since 2010. Unemployment is currently at 4.6%, down from a high of 16.4% in 2010.

Is this Project Transitioning from Planning?		Yes			
If Yes, does the water system wish to convert the Planning Loan to the terms of the Construction Loan?		No			
Recommended Funding Approval Amount		\$5,845,568			
Amount of Loan	CW Loan	\$1,461,392			
Amount of Subsidy	CW Subsidy	\$4,384,176			
Financing Term		30 years			
Interest Rate		1.40%			
Estimated (Proposed) Debt Service		\$59,992			
Total Debt Service		\$463,494			
SWRCB Debt Service Coverage Required		1.25			
Debt Service Coverage Required for Applicant		Rate Covenant	1.25	Additional Debt Test	1.25
Fiscal Services Agreement Needed (Private Entities ONLY)		No			
Standard Conditions					
1	The District shall pledge the net revenues of the Wastewater Enterprise Fund, and the Wastewater Enterprise Fund, for repayment of the proposed CWSRF financing agreement. This pledged revenue fund (source) shall be subject to lien and pledge as security for the Obligation.				
2	Recipient shall establish and maintain rates and charges sufficient to generate Revenues in the amounts necessary to cover Operations and Maintenance Costs, and shall ensure that Net Revenues are equal to at least 1.25 times the annual debt service in each Fiscal Year.				
3	Recipient shall establish a restricted Reserve Fund, held in its Wastewater Enterprise Fund, equal to one year's debt service on this Obligation prior to Completion of Construction. The restricted Reserve Fund shall be maintained for the full term of the Agreement and shall be subject to lien and pledge as security for this Obligation, and its use shall be restricted to payment of this Obligation during the term of this Agreement.				
4	The Recipient shall, to the extent permitted by law, fix, prescribe and collect rates, fees, and charges for the System during each Fiscal Year which are reasonable, fair, and nondiscriminatory and which will be sufficient to generate Revenues in the amounts necessary to cover Operations and Maintenance Costs, and in an amount necessary to meet its obligations under this Agreement.				
Special Conditions					
1	None				
Comments:					

All information was verified and documented by the Credit Analyst prior to approval.

Completed By:

Kerri Price

Kerri Price

Date 1/9/2020

Approved By:

Maria Dueñas

Maria Dueñas

Staff Services Manager I

Date January 9, 2020

Schedule of System Obligations

December 2019

Except for the following and the Obligation evidenced by this Agreement, the Recipient certifies that it has no outstanding System Obligations and that it is in compliance with all applicable additional debt provisions of the following:

The following debt is senior to the proposed Obligation:

Title of Debt Document/ Loan Number	Debt Security or Source of Revenue	Rate Covenant Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term	Maturity Year
None			\$	\$	\$			
			\$	\$	\$			
Sub-Total			\$0	\$0	\$0			

The following debt is on parity to the proposed Obligation:

Title of Debt Document/ Loan Number	Debt Security or Source of Revenue	Rate Covenant Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term	Maturity Year
Municipal Finance Corporation Installment Sales Agreement Series A	Net Revenues of the Wastewater System	1.25	\$1,906,811	\$1,906,811	\$159,538	2.840%	6	2026
Municipal Finance Corporation Installment Sales Agreement Series B	Net Revenues of the Wastewater System	1.25	\$1,511,026	\$1,511,053	\$8,820	3.350%	29	2039
Sub-Total			\$3,417,836	\$3,417,863	\$168,358			

The following debt is subordinate to the proposed Obligation:

Title of Debt Document/ Loan Number	Debt Security or Source of Revenue	Rate Covenant Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term	Maturity Year
None								
Sub-Total			\$0	\$0	\$0			

The following debts is Material to the proposed Obligation:

Title of Debt Document/ Loan Number	Debt Security or Source of Revenue	Rate Covenant Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term	Maturity Year
None			\$	\$	\$			
Sub-Total			\$0	\$0	\$0			

Total:	\$3,417,836	\$3,417,863	\$168,358
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Debt Service Obligations by Fiscal Year

Debt Service by Fiscal Year							
Title of Debt Document	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Municipal Finance Corporation Installment Sales Agreement Series A	\$0	\$0	\$0	\$0	\$159,051	\$297,665	\$295,240
Municipal Finance Corporation Installment Sales Agreement Series B	\$0	\$0	\$0	\$0	\$8,820	\$105,838	\$105,838
Wastewater Revenue Refunding Bonds, Series 2014 (Refunded by ISA)	\$320,685	\$324,310	\$322,710	\$323,910	\$0	\$0	\$0
Sub-Total	\$320,685	\$324,310	\$322,710	\$323,910	\$167,871	\$403,502	\$401,077

Debt Service by Fiscal Year							
Material Obligations	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Sewer Fund Equipment Lease (Paid in Full)	\$36,386	\$36,395	\$36,160	\$29,805	\$0	\$0	\$0
Sub-Total	\$36,386	\$36,395	\$36,160	\$29,805	\$0	\$0	\$0

Total Debt Service	\$357,071	\$360,705	\$358,870	\$353,715	\$167,871	\$403,502	\$401,077
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Operations Report

Month of Review: June 2020

Information Provided by:

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

Wastewater Treatment Plant Flows

Influent Totals From: June 2020

Total	3.71 MG
High	.15 MG
Low	.08 MG
Average	.12 MG

Effluent Totals From: Plant: June 2020

Total	3.82 MG
High	.17 MG
Low	.08 MG
Average	.13 MG

Rainfall Totals at the Sewer Treatment Plant Month of June 2020

Year	Total Rainfall-inches
2020	1.97 - (1.23 High)
2019	7.90 - (1.88 High)
2018	0.53 - (0.45 High)
2017	0.35 - (0.20 High)
2016	0.28 - (0.16 High)
Current Season Total	27.53

Wasting Totals

Total Inches	361
Total Pounds	5791

Reclamation Totals

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

Active Sewer Accounts: 1561

Activities at the Wastewater Treatment Plant

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab
- Repaired air diffuser on the STP contact Tank
- Rebuilt STP Ras pump (Omar)

Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District for system maintenance
- Inspected and flushed problem manholes
- Hydro flushed multiple gravity lines throughout the District for system maintenance
- Completed manhole inspections for LS 7 gravity lines. 73 MH were opened and inspected for the month of June.
- LS 2- replaced hour meter for pump 1

Odor Control

Staff completes their weekly Lift Station and Collections system maintenance including site checks/inspections, applying odor control to all stations, applying degreaser to stations with known grease problems, chemical flushing gravity lines, flushing out problem manholes, hydro flushing gravity lines, and cleaning 4 stations a month. We added extra measures for the busy holiday season, starting on May 18th with the cleaning of the 4 main hub stations LS 5, 6, 7 and 8 using an outside contractor, adding chlorine tabs to the main hub stations, applying odor control to breakover manholes, cycling stations to completely turn over force mains, maintaining the Sewer Treatment Plant E-Basin at a reduced level to maintain a higher air concentration, and reduced sludge handling.

Since May 2020 we have had 4 odor complaints, two of these were called in during work hours, and staff was able to respond add odor reducing agents and complete our odor investigation form, this form is used for field investigation to more carefully define and identify odors. The other two were in the form of email which we received Monday morning following the fourth of July weekend, this did not give staff a chance to respond and field investigate the problem. We have responded to both email and have sent them our Sewer Odor Questionnaire, we have not had a response back yet.

Treated Water Department

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly Treatment Plant samples and sent into Aqua Lab
- Took weekly distribution samples and sent into Aqua Lab
- Maintenance Big Creek and 2G UV system and replaced RTU cabinet fans

Distribution Department

- Monitored/sample Distribution Tank as needed
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4, Highlands Pump stations (Building, Pneumatic Tank, Pumps and MCC Cabinet)
- Flushed dead ends
- Repaired service line leak on Merrell Rd
- Tank 3- repaired hole in vertical fill line
- Repaired hydrant leak on James Circle
- Repaired broken hydrant on Big Foot Circle
- Repaired water service leak on Fountain Circle
- Replaced filter on PRV in BOF
- Installed new curb stop on at U3L429

Meter Related Services	Total
Check/repair meter	5
Install water meter	0
Monthly Meter Restrictions	0
Meter change outs	0
Read tenant out	3
Re-Read	23
Turn off meter	3
Turn on meter	9
Test meter	1
Total Distribution Issues	44

Active Water Accounts:3253

Billed Consumption 2020		Gallons
Residential		7942636
Commercial		398863
Billed Consumption 2019		Gallons
Residential		8003720
Commercial		666789

Construction and Maintenance

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

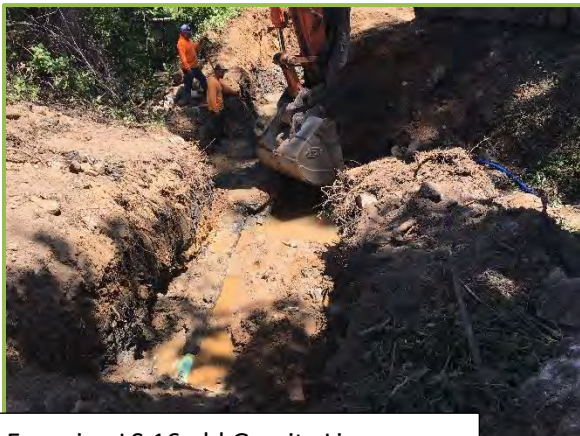
Maintenance

- General yard maintenance around the District amenities (mow, weed eat, trash, debris removal, limb trees ETC)
- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Corp Yard Cleanup
- Continued Maintenance Shop Cleanup
- Mowed Gras around Administrative Building, Parking Lot, and Driveway
- Repaired and replaced lights in shop
- Adjusted Shop door
- Replaced filter for Firehouse icemaker
- Repaired road to Tank 1
- Serviced Truck 20 and rotated tires
- Completed 90-day inspections-Vac Truck, Flush Truck, Engine 788 Dump Truck and Trailer
- Vac Truck- Replaced Lovejoy couplings; cleaned cab filters
- Flush Truck-cleaned cab filters

- Engine 781- Charged A/C system with added dye and sealer; repaired auxiliary pump wiring; serviced engine; repaired power steering leak; replaced belts; repaired PTO leak; degreased engine
- Replaced bump heads on weed eaters
- Chainsaw-Cleaned and replaced chains
- Maintenance AC Pipe chainsaw
- Truck 9- replaced starter
- Truck 15- Replaced windshield; replaced fouled spark plugs; replaced motor mounts; serviced; replaced oil sensor; replaced oil cooler lines; replaced brake master cylinder; degreased engine
- Replaced block heater hose on LS 5 standby generator
- Disked and mowed spray fields

Projects/Contract Work

- GIS Program
 - Completed Hydrants and Hydrant Valves in:
 - Unit 4
 - Unit 5
- Developed a dead-end flushing program for water system
- Began Corp yard road installation project
- Moyle Construction
 - LS 16 Manhole and pipe replacement project- we aided in sewer control during pipe replacement



Exposing LS 16 old Gravity Line



Removing LS 16 old Gravity Line



Installing new pour in place Manhole

- Ferretti Rd hydrant repair- we supplied materials and traffic control
- Manhole replacement project at the lower park
- Wood Rodgers- Provided field information for water and wastewater master plan

After Hour Calls

- Staff had 5 after hour calls: 5 Water 0 Sewer all resolved

Workplace Safety and Training

Weekly Safety Meetings and Training

- Daily Tailgate Meetings
- Weekly Safety Meetings
- Weekly Security Checks
- Weekly Vehicle inspection



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 3Bi: Proclamation: Recognition of Staff
Anniversaries and Accomplishments
Agenda Item 3Bii
Resolution Commending Fire Captain Kevin Siville for his Efforts
and Accomplishments While Serving the Groveland Fire Department

RECOMMENDED ACTION:

Staff recommends the following action:

Move to approve Resolution 31-2020 Commending Fire Captain Kevin Siville for his efforts and accomplishments while serving the Groveland Fire Department.

BACKGROUND:

In consideration of the Board's direction to maintain and improve the working and family culture at GCSO, we have added a new section to the beginning of our regular meeting agendas to provide an opportunity to publicly celebrate accomplishments, work anniversaries, superior performance, retirements, promotions, or exciting happenings within the GCSO family.

This being the first iteration of this exercise, we have undoubtedly neglected to recognize someone who accomplished something amazing in the past and for that we apologize in advance. In future months we will refine the process to include framed certificates and other fun items to present. Attached hereto you will find a Resolution recognizing Fire Captain Kevin Siville who is leaving the Groveland Fire team where he has accomplished much good. We also have a list of anniversaries to set the baseline for future meetings.

ATTACHMENTS:

1. Resolution 31-2020
2. List of Staff anniversaries

FINANCIAL IMPACT:

None.

RESOLUTION 31-2020

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GROVELAND COMMUNITY SERVICES DISTRICT COMMENDING
FIRE CAPTAIN KEVIN SIVILLE FOR HIS EFFORTS AND ACCOMPLISHMENTS
WHILE SERVING THE GROVELAND FIRE DEPARTMENT**

WHEREAS, Kevin’s priority was to provide the highest level of service to the public; and

WHEREAS, With this in mind, he advanced many programs while at Station 78; and

WHEREAS, He started our grant writing program, which allowed us to receive funding for numerous projects, including new SCBA’s, an SCBA bottle filling station, and more advanced turnouts; and

WHEREAS, He made sound decisions on emergencies, which ultimately saved lives and property in the Groveland area; and

WHEREAS,. Kevin is a true firefighter at heart, and we wish him well with the next step in his career.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY extend the appreciation of this Board to Kevin Siville for the excellent public service provided to the community and for showing the knowledge, skills, experience and drive that is the model of cultural excellence for which we strive at GCSD.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on July 14, 2020 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on July 14, 2020.

DATED: _____

PROCLAMATIONS

Employee	Hire Date	Years of Service	Achievements
Jennifer Flores	2/2/2011	9 years on 2-2-2020	
Rachel Perlman	6/26/2017	3 years on 6-26-2020	Promoted to Administrative Services Technician II in July 2019
Tony Filippi	6/5/2018	2 years on 6-5-2020	Received his OIT in 2019
Andrew Marshall	1/3/2018	2 years on 1-3-2020	Received his D1 and Collections 1 in 2019
Myles Rodriguez	4/12/2017	3 years on 4-27-2020	
Patrick Sommarstrom	4/27/2016	4 years on 4-27-2020	
Luis Melchor	1/29/2007	13 years on 1-29-2020	
Matt Dickens	10/3/2007	12 years on 10-3-2019	
Debbie Percoco	11/17/2010	9 years on 11-17-2019	
Anthony Trujillo	12/7/2009	10 years on 12-7-2019	Received his T2 and WW2 in 2019
Greg Dunn	8/13/2015	4 years on 8-13-2019	Received his T3 and D3 in 2019
Jacob Wemmer	11/6/2017	2 years on 11-6-2019	Received his Collections 1 in 2019
Steve Buie	12/13/2019		Received his D1 in 2019 and his OIT in 2019
Renee Van Dyk	5/1/2019	1 year Full time employee on 05-01-2020	Promoted to Administrative Technician II in July 2020
Megan Oresetti	5/28/2019	1 year on 05-28-2020	
Zach Pacheco	1/27/2020		Received His Collections 1 in 2020
Al Deshaies	9/6/2019	Made his 6 month probation 9-16-2019	
Adam Ahlsweide	2/3/2020		
Pete Kampa	5/14/2019	1 year Full time General Manager on 05-14-2020	
Board Members			
Janice Kwiatkowski	12/21/2017	2 Years on 12-2019	Board President
Nancy Mora	2/17/2018	1 Year on 2-17-2019	Vice President
Bob Swan	7/3/2013	7 years on 7-3-2020	
John Armstrong	12/13/2010	9 years on 12/13/2019	
Spencer Edwards	11/18/2017	2 years on 11-18-2019	

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

**June 9, 2020
10:00 a.m.**

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

Call to Order

Director Kwiatkowski called the meeting to order at 10:02am.

Absent: Director Armstrong

Approve Order of Agenda

Motion

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

Ayes: Director Kwiatkowski, Mora, Swan, and Edwards

Absent: Director Armstrong

Public Comment

A member of the public made a comment to thank the GCSD team for their great efforts.

Information Items

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

A. Staff Reports

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

Consent Calendar

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

- A. Approve Minutes from the May 5, 2020 Special Meeting
- B. Approve Minutes from the May 12, 2020 Regular Meeting
- C. Approve Minutes from the May 26, 2020 Special Meeting
- D. Accept May 2020 Payables
- E. Ratify the Filing of Liens for Delinquent Water and Wastewater Accounts
- F. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed to approve the consent calendar by roll call.

Ayes: Director Kwiatkowski, Mora, Swan, and Edwards

Absent: Director Armstrong

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. Review of Draft Fiscal Year 2020-2021 Budget, Provide Direction to Staff and Establish a Public Hearing Date of June 23, 2020 for Adoption of Final Budget

Discussion and Action Items

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

- A. Adoption of a Resolution Establishing Groveland Fire Department Deployment Standards Relating to Distribution of Fire Stations and Response Time Goals for Incidents Including Multiple Unit Effective Response Force and Hazardous Materials Response

Motion

Director Swan moved, seconded by Director Edwards and the motion passed to Establish Groveland Fire Department Deployment Standards Relating to Distribution of Fire Stations and Response Time Goals for Incidents Including Multiple Unit Effective Response Force and Hazardous Materials Response.

Ayes: Director Kwiatkowski, Mora, Swan, and Edwards

Absent: Director Armstrong

- B. Adoption of a Resolution Approving Implementation of the Previously Authorized Water and Sewer Rate Increase for the Fiscal Year 20/21

Motion

Director Swan moved, seconded by Director Kwiatkowski and the motion passed to adopt Resolution 28-2020 Approving Implementation of the Previously Authorized Water and Sewer Rate Increase for the Fiscal Year 20/21.

Ayes: Director Kwiatkowski, Mora, Swan, and Edwards

Absent: Director Armstrong

- C. Adoption of a Resolution Approving the Big Creek/Second Garotte Clearwell Project and Authorize the General Manager to Proceed with Public Bidding

Motion

Director Kwiatkowski moved, seconded by Director Mora and the motion passed to adopt Resolution 29-2020 Approving a Plan Check and Inspection Agreement for the Construction of Water System Improvements to Serve the Airport Estates Development.

Ayes: Director Kwiatkowski, Mora, Swan, and Edwards

Absent: Director Armstrong

D. Consideration of Establishing the Compensation Level for the General Manager for the 2020/21 Fiscal Year

Motion

Director Kwiatkowski moved, seconded by Director Mora and the motion passed to establish a 5% salary increase effective June 5, 2020 for the General Manager for the 2020/21 fiscal year by roll call.

Ayes: Director Kwiatkowski, Mora, Swan, and Edwards

Absent: Director Armstrong

Adjournment

Meeting adjourned at 12:45pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary

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

**June 23, 2020
10:00 a.m.**

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

Call to Order

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

Public Comment

None.

Discussion and Action Items

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

Public Hearing

A. Conduct a Public Hearing Regarding the Adoption of the FY 2020-2021 Final Amended Budget

Director Kwiatkowski opened the public hearing at 10:17am.

No public comment received.

Director Kwiatkowski closed the public hearing at 12:17pm.

B. Adoption of a Resolution Approving the FY 2020-2021 Final Budget including Appropriations Limit, Salary Schedule, and Organizational Chart

Motion

Director Kwiatkowski moved, seconded by Director Swan and the motion passed unanimously to adopt the District's final amended 2020/2021 fiscal year budget and related actions by roll call.

Adjournment

Meeting adjourned at 12:17pm.

APPROVED:

Janice Kwiatkowski, President

ATTEST:

Jennifer L. Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

June, 2020
Fiscal Year 19/20
Board Approval Date _____

Accounts Payable

Checks by Date - Summary by Check Date

User: dpercoco
 Printed: 7/6/2020 3:58 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
19030	ARR01	Arrow Glass	06/10/2020	351.23
19031	UB*02594	Bette Lee Axiak	06/10/2020	360.78
19032	BRE01	W. H. Breshears	06/10/2020	1,829.10
19033	Bur04	Burton's Mother Lode Appliance Service	06/10/2020	310.15
19034	CAD01	CALCAD	06/10/2020	3,000.00
19035	CALGON	Calgon Carbon Corporation	06/10/2020	295.00
19036	CAR06	Carbon Copy Inc.	06/10/2020	48.80
19037	Datapros	Dataprose LLC Attn AR	06/10/2020	1,889.66
19038	DIS01	Dish Network	06/10/2020	62.55
19039	Fas02	Fastenal	06/10/2020	683.95
19040	UB*02599	John Fijak	06/10/2020	1,530.21
19041	GCS02	District Water Bill	06/10/2020	6,685.57
19042	GCS01	GCSO Petty Cash	06/10/2020	19.75
19043	Gol08	Golden Bell Products, Inc.	06/10/2020	1,598.15
19044	HAC01	Hach	06/10/2020	2,604.82
19045	JSW02	J.S. West Propane Gas	06/10/2020	283.42
19046	KC Auto	KC Auto Parts	06/10/2020	784.49
19047	KC01	KC Courier, LLC	06/10/2020	372.38
19048	UB*02595	Sung Kim	06/10/2020	27.90
19049	UB*02596	Elizabeth Mattingly	06/10/2020	136.97
19050	MOO01	Moore Bros. Scavenger Co., Inc.	06/10/2020	494.40
19051	Moo06	Moore Ranch Trucking	06/10/2020	1,050.00
19052	MOT03	Mother Lode Answering Service	06/10/2020	204.00
19053	MOU03	Mountain Oasis Water Systems	06/10/2020	147.00
19054	Nat06	Nationwide Long Distance Service, Inc.	06/10/2020	19.02
19055	neu01	Neumiller & Beardslee	06/10/2020	3,731.23
19056	Oreil	O'Reilly Auto Parts	06/10/2020	234.05
19057	per04	Ronald Percoco	06/10/2020	1,752.00
19058	PGE01	PG&E	06/10/2020	721.92
19059	pin04	Pine Alley Saw Shop	06/10/2020	1,490.64
19060	pml01	PML Hardware & Supply Inc.	06/10/2020	818.27
19061	pre02	Presidio Systems, Inc	06/10/2020	5,200.00
19062	R&B	R & B Company	06/10/2020	2,018.45
19063	Ray03	RAYCO Industrial Supply	06/10/2020	10,010.12
19064	SFPUC	San Francisco Public Utilities Commission	06/10/2020	16,148.60
19065	UB*02592	Douglas Schmielt	06/10/2020	174.84
19066	Sol01	Solenis LLC	06/10/2020	2,697.83
19067	UB*02593	ARCHIE STEPHENS	06/10/2020	148.98
19068	UB*02597	Peter Tompkins	06/10/2020	118.68
19069	TUO01	Tuo. Co. Public Power Agency	06/10/2020	12,679.72
19070	UMP01	Credit Card Purchases	06/10/2020	4,198.51
19072	USA03	Usa Blue Book	06/10/2020	3,425.59
19073	Ver02	Verizon Wireless 5298	06/10/2020	840.30
19074	Vor01	Vortex Industries, Inc.	06/10/2020	3,148.00
19075	Wells	Wells Fargo Bank, N.A. Lewis	06/10/2020	359.29
19076	UB*02598	& Donna West	06/10/2020	481.97
19077	Zee01	Zee Medical Service Co	06/10/2020	176.43

Check No	Vendor No	Vendor Name	Check Date	Check Amount
902146	CAL09	CalPers 457 Plan Administrator	06/10/2020	1,000.00
902147	DCSS	Dept of Child Support Services	06/10/2020	205.03
902148	EDD01	EDD - Electronic	06/10/2020	1,874.69
902149	FedEFTPS	Federal EFTPS	06/10/2020	12,436.16
902150	PER01	Pers - Electronic	06/10/2020	7,585.13
902151	TD 457	TD Ameritrade Trust Co.	06/10/2020	980.00
Total for 6/10/2020:				119,445.73
115777	OE3	Operating Engineers Local #3	06/12/2020	336.05
Total for 6/12/2020:				336.05
19079	All06	AllStar Fire Equipment, Inc	06/23/2020	9,806.30
19080	SWR02	SWRCB	06/23/2020	70.00
Total for 6/23/2020:				9,876.30
115778	OE3	Operating Engineers Local #3	06/25/2020	336.05
902152	CAL09	CalPers 457 Plan Administrator	06/25/2020	1,000.00
902153	DCSS	Dept of Child Support Services	06/25/2020	205.03
902154	EDD01	EDD - Electronic	06/25/2020	2,061.80
902155	FedEFTPS	Federal EFTPS	06/25/2020	13,609.17
902156	PER01	Pers - Electronic	06/25/2020	7,629.00
902157	TD 457	TD Ameritrade Trust Co.	06/25/2020	980.00
Total for 6/25/2020:				25,821.05
19081	am01	AM Consulting Engineers, Inc.	06/29/2020	13,940.00
19082	ATT02	AT&T	06/29/2020	128.88
19083	BRE01	W. H. Breshears	06/29/2020	2,996.78
19084	CAR06	Carbon Copy Inc.	06/29/2020	170.01
19085	Car07	Cartegraph Systems, LLC	06/29/2020	5,210.00
19086	Datapros	Dataprose LLC Attn AR	06/29/2020	1,064.32
19087	DEP09	Department of Forestry & Fire Protection	06/29/2020	206,548.09
19088	FOO01	Foothill-Sierra Pest Control	06/29/2020	247.00
19089	gilb01	Gilbert Associates, Inc.	06/29/2020	3,100.00
19090	ind04	Industrial Electrical Co.	06/29/2020	10,546.70
19091	Kens	Ken's Asphalt	06/29/2020	39,955.00
19092	MOO01	Moore Bros. Scavenger Co., Inc.	06/29/2020	142.88
19093	pin04	Pine Alley Saw Shop	06/29/2020	600.55
19094	R&B	R & B Company	06/29/2020	198.41
19095	Ron01	Roni Lynn	06/29/2020	2,500.00
19096	SIE03	Sierra Motors	06/29/2020	163.63
19097	Sprbrk	Springbrook Holding Co. LLC	06/29/2020	1,188.85
19098	Sta15	Staples Credit Plan	06/29/2020	694.77
19099	Tuo14	Tuolumne County Recorder	06/29/2020	476.00
19100	UNI01	Union Democrat	06/29/2020	144.00
19101	USP01	United States Postal Service	06/29/2020	226.00
19102	Ver03	Verizon Wireless 7706	06/29/2020	157.89
19103	Wells	Wells Fargo Bank, N.A.	06/29/2020	359.29
19104	Wood01	Wood Rodgers, Inc.	06/29/2020	34,659.50
Total for 6/29/2020:				325,418.55
19121	Tuo14	Tuolumne County Recorder	06/30/2020	43.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
19122	UB*02612	Roni Borrego	06/30/2020	49.62
19123	UB*02607	Terry Couey	06/30/2020	196.64
19124	UB*02600	Daniel & Donna Desantis	06/30/2020	90.74
19125	UB*02609	Dunlap Const. Inc.	06/30/2020	4.00
19126	UB*02606	MICHAEL & CAROL FABER	06/30/2020	10.19
19127	UB*02452	Marc Fossum	06/30/2020	58.43
19128	UB*02608	Gerald Hansen	06/30/2020	44.62
19129	UB*02601	Dan & Darleen Hudson	06/30/2020	155.57
19130	UB*02603	Roger & Lorraine LittleJohn	06/30/2020	22.25
19131	UB*02605	John & Myrna Moyle	06/30/2020	671.15
19132	UB*02604	John Phillips	06/30/2020	116.60
19133	UB*02602	Sharon Radogna	06/30/2020	47.68
19134	UB*02611	Stewart Trust	06/30/2020	56.86
19135	UB*02610	Yan & Anna Virin	06/30/2020	37.46
19136	flo01	Jennifer Flores	06/30/2020	100.00
19137	Kam02	Peter Kampa	06/30/2020	100.00
19138	Pea01	Rachel Pearlman	06/30/2020	100.00
19139	Van01	Renee VanDyk	06/30/2020	100.00
Total for 6/30/2020:				2,004.81
		Pay Roll Direct Deposit	06/30/2020	67,666.55
Report Total (106 checks):				550,569.04



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 4D: Ratification of the Development Impact Fee Review Committee Assignments

RECOMMENDED ACTION:

Staff recommends the following action:

Move to approve the ratification of the Development Impact Fee Review Committee Assignments

BACKGROUND:

The District received a total of eight (8) proposals in response to the RFP that was issued for a District wide Development Impact Fee Study. After discussion with the Board President, it was determined that the most efficient way to review all proposals received was to form an ad hoc committee that consisted of two Board members and three members of staff who would be charged with reviewing all proposals and rating them.

The scoring will be based on three main criteria at 100 points total. If the proposal is complete, scores are applied based on:

1. Qualifications and experience of the proposer (40 points)
2. Approach to the study and service/product delivery methodology (40 points)
3. Cost – Not based on low bidder, but in terms of value of the dollars proposed in terms of qualifications and approach. (20 points)

Director Kwiatkowski appointed herself to serve on the committee as well as Director Edwards. The three staff members include General Manager Pete Kampa, Administrative Services Manager Jennifer Flores, and Administrative Services Technician Rachel Pearlman.

Board ratification is needed in order for the committee to be formally recognized by the Board and to allow the Directors serving to be compensated for their time spent while serving on the committee.



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: 7/14/20

ITEM SUBMITTED BY: Andrew Murphy, Assistant Fire Chief

SUBMITTAL PREPARED BY: Andrew Murphy, Assistant Fire Chief

AGENDA ITEM: CA Fire Foundation Grant Application

RECOMMENDED ACTION

Staff recommends that your Board allows the GCSD Fire Department to apply for the California Fire Foundation Fire Relief & Prevention Grants, Summer 2020 and to allow the General Manager to sign any subsequent documentation for the application.

BACKGROUND

The California Fire Foundation has teamed up with electric utilities throughout the State to provide grant funding for local fire departments throughout California. These grants are available for a variety of programs and funding areas, including personal protective equipment, specialized firefighting equipment, fuel mitigation, first responder training, fire safety and prevention education, and planning and outreach programs, subject to COVID-19 social distancing and/or state reopening guidelines, where applicable. The deadline to apply for funding is July 15, 2020.

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

If this grant is awarded, the Groveland Community Services District would be able to again hire two part time temporary positions to perform Defensible Space Inspections related to the Public Resources Code 4291 by paying their salary and purchasing needed equipment. The part-time temporary employees will be able to perform several hundred inspections in their approximate 10-12 weeks of employment with GCSD. The application is completely online and is waiting approval to submit.

The GCSD Fire Department is seeking authorization to submit an application prior to July 15, 2020 and to allow the General Manager to sign any required documents.

ATTACHMENTS

None

FINANCIAL IMPACTS

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



BOARD MEETING AGENDA SUBMITTAL

TO: GCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 4F: Reject all Bids Submitted for the Groveland Community Services District Pavement Rehabilitation Project

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to reject all bids received for the Pavement Rehabilitation Project.

BACKGROUND:

The District opened bids for the (Administrative office driveway and parking lot) Pavement Rehabilitation Project on June 16, 2020. On review of the three bids submitted (see attached bid summary sheet), it was determined that the two lowest bidders had submitted bids that did not include the required list of subcontractors, and both intended to use subcontractors to perform portions of the work. California Law states as follows:

“If a prime contractor fails to specify a subcontractor or if a prime contractor specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of 1 percent of the prime contractor’s total bid, the prime contractor agrees that he or she is fully qualified to perform that portion himself or herself, and that the prime contractor shall perform that portion himself or herself.

If after award of contract, the prime contractor subcontracts, except as provided for in Sections 4107 or 4109, any such portion of the work, the prime contractor shall be subject to the penalties named in Section 4111.

Neither of the two low bidders were intending to perform the work themselves, therefore they have been declared unresponsive, and must be rejected. Since two out of three bids, both low bidders were unresponsive, it is recommended that we reject all bids and rebid some form of the project in the future after review.

ATTACHMENTS:

1. Bid Summary

FINANCIAL IMPACT:

Rejecting all bids will result in additional staff effort, engineering and publication costs for the work when the project is revised and rebid in the future. This cost is estimated to be less than \$5000.

Bid Summary
Groveland Community Services District
Pavement Rehabilitation at District's Office Phase 1

Bid Opening Date: June 16, 2020

Estimated Award Date: July 14, 2020

Engineer's Estimate Ragsdale & Sons Inc. Moyle Paving Inc. VSS International, Inc.

Base Bid											
Bid Item No.	Bid Item	Quantity	Unit	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	Mobilization	1	LS	\$8,000.00	\$8,000.00	\$1,500.00	\$1,500.00	\$3,500.00	\$3,500.00	\$3,586.55	\$3,586.55
2	Crack Treatment	1	LS	\$5,000.00	\$5,000.00	\$1,850.00	\$1,850.00	\$2,000.00	\$2,000.00	\$5,250.00	\$5,250.00
3	Type I Slurry Seal	32,135	SF	\$0.75	\$24,101.25	\$0.275	\$8,837.13	\$0.63	\$20,245.05	\$1.37	\$44,024.95
4	Pavement Replacement	4,935	SF	\$5.00	\$24,675.00	\$12.93	\$63,809.55	\$13.31	\$65,684.85	\$8.70	\$42,934.50
5	Striping and Markings	1	LS	\$5,000.00	\$5,000.00	\$1,215.00	\$1,215.00	\$500.00	\$500.00	\$2,625.00	\$2,625.00
Total Base Bid				\$66,776.25		\$77,211.68		\$91,929.90		\$98,421.00	
Bid Addition No. 1											
1	Pavement Replacement	3,700	SF	\$5.00	\$18,500.00	\$12.93	\$47,841.00	\$11.70	\$43,290.00	\$11.27	\$41,699.00
Total Bid Addition No. 1				\$18,500.00		\$47,841.00		\$43,290.00		\$41,699.00	
Total (Base Bid + Bid Addition No. 1)				\$85,276.25		\$125,052.68		\$135,219.90		\$140,120.00	



TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 6Ai: Adoption of a Resolution Approving the Placement of Delinquent Charges for FY 2019-20 on Property Tax Roll

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to approve Resolution 32-2020 approving the Report of Unpaid Charges and Delinquencies for FY 2019-20 and Authorizing Staff to File the Report and Resolution with the Tuolumne County Auditor on or before August 1, 2020 to Collect the Delinquent Charges

BACKGROUND:

Government Code Section 61115 (Code) provides for the collection of unpaid utility charges and delinquencies. There are two basic methods set forth in the Code that may be pursued simultaneously. The Code provides that the District may record a certificate of lien with the County Recorder's Office declaring the amount of charges and penalties due. The recorded lien attaches to any real property in the County that is owned by the delinquent property owner. The Code also authorizes the District to collect the delinquent charges and penalties on the tax rolls as part of the ad valorem property tax collected by the County on real property, after a public hearing.

Notice of such a public hearing must be published in the newspaper and mailed notice must be given to the delinquent property owner. Notice of this public hearing was published in the Sonora Union Democrat on June 27, 2020 and mailed notices were sent to the property owners on June 25, 2020.

In addition to providing notice of the hearing, the General Manager must file a report with the Board that describes the amount of unpaid charges and delinquencies, as well as the associated property owners and the assessors parcel numbers. At today's public hearing, the Board must hear and consider any objections and/or protests to this report. At the close of the public hearing, the Board must make a determination on each affected parcel by adopting or revising the report. The final report is filed with the County Auditor on or before August 1st and the amount entered on the property tax assessment roll for collection in the same manner as property taxes.

ATTACHMENTS:

1. Resolution 32-2020
2. Report of Amount of Unpaid Charges and Delinquencies for FY 2019-20

First Name	Last Name	APN	Amount
Manuel	Avila	092-050-014-000	\$1,471.36
Charleen	Beam	094-320-007-000	\$975.72
Alica	Bird	066-380-013-000	\$2,446.38
Jamie	Billman	094-180-021-000	\$1,468.22
Lily	Bogaards	007-190-021-000	\$960.51
Saran	Chea	007-050-004-000	\$3,420.74
Mark	DeJong	007-190-023-000	\$1,785.11
Elizabeth	Gutierrez	092-150-018-000	\$122.13
Elizabeth	Gutierrez	094-200-037-000	\$110.00
Lindsey	Hammon	090-040-047-000	\$2,066.90
Jane	Hansen	093-150-011-000	\$1,349.21
Sandra	Harrison	096-170-022-000	\$1,080.64
Marilyn	Hesketh	094-150-023-000	\$1,464.21
William	Langan	007-190-009-000	\$103.11
Daniel & Sharron	Mello	090-150-036-000	\$743.61
Brian	Nelson	094-270-007-000	\$103.75
Dan	Parsons	066-500-023-000	\$1,839.14
Florella	Purdom	093-160-002-000	\$933.83
John	Sanderson	093-060-009-000	\$783.87
Nicholas	Simon	066-460-026-000	\$410.16
Carol	Sisemore	092-110-005-000	\$1,199.49
Richard	Thorson	007-190-004-000	\$1,964.98
Robert	Tompkins	091-300-063-000	\$733.32
Christopher	Walters	094-130-036-000	\$552.37
Mark	Williams	090-410-007-000	\$350.37
Marshall	Wilson	091-110-026-000	\$772.29
2019-20 Tax Roll Lien Amount			\$29,211.42

RESOLUTION 32-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE PLACEMENT OF DELINQUENT CHARGES FOR FY 2019-20 ON PROPERTY TAX ROLLS

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

WHEREAS, Government Code Section 61115 specifies the permissible methods for collection and enforcement of unpaid charges for services which the District provides including, but not limited to, the following: (1) by recording in the office of the County Recorder of the county in which the affected parcel is located, a certificate declaring the amount of charges and penalties due and the name and last known address of the person liable for those charges and penalties which shall constitute as a lien against all real property of the delinquent property owner in that county; and (2) to provide that any and charges and penalties may be collected on the tax roll in the same manner as property taxes after giving notice to the affected property owner of the time and place for a public hearing to consider any objections or protests to the District's statement of delinquent charges; and (3) to provide for a basic penalty for the nonpayment of charges of not more than ten percent (10%) ; and

WHEREAS, the District's Water Ordinance authorizes the District to set user rates, charges, and fees for water related services; and

WHEREAS, the District's Sewer Ordinance authorizes the District to set user rates, charges, and fees for sewer related services; and

WHEREAS, pursuant to Government Code Section 61115, on June 25, 2020 the District mailed to all affected property owners a written Notice of Hearing for Filing of Report and Collection of Charges on Property Tax Roll, notifying property owners of a public hearing before the Board of Directors of this District on July 14, 2020 at 10:00 a.m. for the purpose of hearing and making determinations on a report by the General Manager describing the amount of charges and delinquencies for the FY 2019-20 on the affected parcels; and

WHEREAS, said Notice of Hearing for filing of Report and Collection of Charges on Property Tax Roll was published in the Union Democrat Newspaper, Sonora, California, as required by Government Code Section 61115 on June 27, 2020; and

WHEREAS, the Board of Directors of this District has conducted and completed the public hearing in accordance with the notice requirements specified in Government Code Section 61115.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Groveland Community Services District that the report from the General Manager describing the amount of charges and delinquencies for the FY 2019-20 is attached hereto entitled Exhibit A and is hereby approved, received and filed; the Board hereby determines that the charges and delinquencies in the amount of \$29,211.42 shall be collected by the Tuolumne County Tax Collector on the Property Tax Roll in the same manner as property taxes; and that staff is hereby directed to file with the Tuolumne County Auditor a copy of this Resolution on or before August 1, 2020, whereby the County Auditor shall enter the amount of the delinquent charges as specified in this Resolution against each of the affected parcels of real property specified herein as they appear on the current assessment roll, and collect the charges and delinquencies in the same manner as property taxes.

WHEREFORE, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on July 14, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on July 14, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 6B: Consideration of Providing Direction on a Potential Special Tax Measure for the November 2020 Ballot to address Revenue for the Groveland Fire Department

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Direct the General Manager to work closely with the County on a special tax measure for fire services and prepare the documentation and actions necessary to prepare the measure for consideration by voters.

BACKGROUND:

For the past two years, the District has been working with the County of Tuolumne and other fire departments in the county in evaluation of the condition of the various departments, and consideration of physical and funding needs to ensure that the region has adequate fire protection and emergency services. The District recently completed an updated Fire Master Plan which accurately documents the grim financial situation facing the Groveland Fire Department of GCSO. Within two years of normal expenses, there could be no funds to continue the CALFIRE contracts as currently configured.

On many occasions, fire chiefs met with the county to discuss what a future potential funding measure (tax, fee, assessment) might look like, but no decisions were made. On the 2nd of July, we were made aware that the county had placed on the July 6 agenda consideration of approval of moving forward with a fire tax measure. The staff presentation on the proposed fire funding measure is attached to this report. The County Board ultimately approved Option #1 with a proposed special tax at \$150 per developed parcel, \$75 for mobile homes in a park and vacant lots.

For the highest probability of success of the measure, we should plan to proceed lockstep with the county, in the same amount and on the same schedule even though their plan to have this on the November 2020 ballot is very short and an extremely lofty effort. As you know, we have contracted with SCI Consulting, and if this item is approved by the Board,

will reengage them to assist in rapidly preparing the actions needed by our Board within the next month. The ballot measure must be submitted to the county by early August 2020.

There are still many unknown items such as whether all districts will be able to get their measure prepared for the ballot, or whether forming a JPA among all departments and waiting until spring 2021 would make for a more organized manner of preparing a fire funding measure countywide.

ATTACHMENTS:

County tax presentation

FINANCIAL IMPACT:

The cost of the tax consulting is included in the approved budget, and no additional funding is needed at this time. Once we know election costs for November, if the amounts exceed our budget, an amendment will be proposed.

Ballot Measure Options for November 2020

County Fire and Other Services



Mission Statement

We commit to providing exceptional public service that:

- Creates a healthy and safe community,
- Exercises natural, cultural, and financial resource stewardship,
- Promotes economic prosperity, and
- Enhances quality of life

Revenue Options

- **Tax**: a levy on an individual/entity, regardless of whether that individual/entity uses the service and the rate of the tax does not need to reflect the benefit that accrues to the individual tax payer.
- **Assessment**: an involuntary charge on real property or business, which must be levied in proportion to the benefit that each parcel or business receives from the improvements or services funded by the assessment.
- **Fees**: (sometimes called “rates”) –imposed upon a parcel/person as an incident of property ownership. There are various types of fees/rates: utility rates, benefit assessments, user fees, regulatory fees, and development and impact fees. User fees are charged to the person using the service and the amount is related to the actual cost of the goods/services provided.
- **General tax**: imposed to raise general revenues. Requires a majority vote to pass.
- **Special tax**: revenue goes for a specific purpose. Requires 2/3 to approve at election.
- **Parcel tax**: a special tax on a parcel of real property, generally a flat rate per parcel. Requires 2/3 to approve at election

Transient Occupancy Tax (TOT)—General Tax

- Transient Occupancy Tax (TOT) is a tax applied to the rental of accommodations for less than 30 consecutive days
- 10% TOT is currently collected for the rental of:
 - Hotels
 - Motels
 - House rentals (VRBO, Air BnB, etc.)
- NOT currently applicable to campgrounds or RV sites

Fiscal Year	Amount Collected
15/16	\$3,325,364
16/17	\$4,541,718
17/18	\$4,559,015
18/19	\$4,826,458
19/20	\$3,569,248 (collected so far)

Fire Funding Challenges

Funding Challenges

- Property tax and other revenue not keeping up with expenses
- More competition for grants
- Unpredictability in State Fire Reimbursement
- Increased expenses (personnel, equipment, etc.)

Greater Service Demands

- EMS delivery
- Natural Disaster response and increased fire problem
- Technical rescue
- Community expectations

General Fund Transfers to Fire

Fiscal Year	Amount
FY09-10	\$194,149.00
FY11-12	\$438,761.00
FY12-13	\$220,895.00
FY13-14	\$350,000.00
FY14-15	\$450,000.00
FY15-16	\$450,000.00
FY16-17	\$450,000.00
FY17-18	\$348,000.00
FY18-19	\$520,306.00
FY19-20	\$1,676,000.00
FY20-21	\$1,450,000.00

Funding County Fire—Parcel Tax

- Approximately 26,823 parcels to be included
 - Excluding City of Sonora, other fire districts and other public parcels (schools, etc.)
- Parcel Types included:
 - Mobile Homes—within mobile home parks
 - Unimproved—no habitable structures ie. agriculture land, vacant lots, etc.
 - Residential
 - Commercial
 - Business—tenants on commercial property with business valued over \$5,000

County Fire Service Priorities

- **Stabilize** County Fire Budget
- Establish a strategic **fleet replacement program** and modernize current outdated fleet within 10 years and establish funds and a **schedule for future replacement**
- Plan for **replacement of required equipment** including Self-Contained Breathing Apparatus, Jaws of Life, personal protective equipment ("turnouts", etc.), hose, appliances, etc.
- Establish a plan to **modernize emergency response dispatching** with the installation of Automatic Vehicle Locators/Mobile Data Terminals in the County Fire Fleet within ten years
- Establish a strategic fire station location plan and modernize facilities by **building three new fire stations** within ten years with funds and a schedule to **staff future fire stations** within the County

Parcel Tax—\$65.00

Parcel Tax	\$65.00
<u>Parcels</u>	<u>26,823</u>
Revenue Generated	\$1,743,495

- ✓ County fire budget stabilized
- After ten years, no effective equipment or apparatus replacement schedule is funded
- This amount allows one fire apparatus to be replaced each year and small amounts for deferred facility maintenance and limited equipment replacement
- After ten years, 13 fire engines and 3 water tenders (more than half the fleet) still need to be replaced, some as much as 32 years old
- No new fire stations have been built, staffed, or remodeled

Parcel Tax—\$90.00

Parcel Tax	\$90.00
<u>Parcels</u>	<u>26,823</u>
Revenue Generated	\$2,414,070

- ✓ County fire budget stabilized
- ✓ After ten years, mandated equipment has been replaced and AVL has been placed on all new equipment
- After ten years, two new fire stations have been built. *No staff costs included*
- Eight engines and one water tender still need to be replaced by 2030, some are up to 29 years old
- After ten years no vehicle reserve dollars

Parcel Tax—\$130.00

Parcel Tax	\$130.00
<u>Parcels</u>	<u>26,823</u>
Revenue Generated	\$3,486,990

- ✓ County fire budget stabilized
- ✓ All vehicles have been replaced within 10 years and a plan with reserves has been established
- ✓ After ten years, mandated and industry standard equipment has been installed with a plan for replacement and AVL installed on all new equipment
- ✓ After ten years, three new fire stations have been built
- ✓ After ten years, vehicle and capital replacement reserves are beginning to be set aside in preparation to build additional fire stations and continue with the fleet and equipment replacement schedules

Variable Rate Options

Option #1

Mobile homes and unimproved parcels	\$75.00
Residential / Commercial / Business:	\$150.00
Revenue Generated	\$3,438,600

Option #2

Unimproved parcels	\$50.00
Mobile homes	\$75.00
Residential / Commercial / Business	\$160.00
Revenue Generated	\$3,462,150

Considerations:

All parcel types utilize fire services

Keep ballot measure simple

Tax should increase by CPI annually with no termination date

Timeline for November 3rd Ballot Measures

- Requires 2 readings of ordinance
 - July 21st—First reading with public hearing
 - August 4th—Second reading and passing two resolution
- If changes to ballot measure, would require a special meeting
- **Deadline to place on ballot: August 7th**
- Requires 2/3 approval of County voters in all TRAs, including City of Sonora residents

Direction and Recommendation



TUOLUMNE
C O U N T Y



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

**SUBJECT: Agenda Item 6C: COVID-19 Response Update Report
Regarding the Reopening the District Office to Customers, Office
Staffing and Board Meeting Venue**

RECOMMENDED ACTION:

This item is informational only at this time unless specific action is desired by the Board.

BACKGROUND:

The good news is that no GCSB employee has become ill or required to quarantine as a result of COVID-19. Staff has done an exemplary job of staying safe, diligently practicing good sanitary practices and the proper use of PPE, and implemented social distancing while at work. We have learned much for this process in all aspects of our lives and work, and now need to begin to transition back to our open society; smarter and with procedures to address such a pandemic in a more rapid and less intrusive manner than before. The purpose of this agenda item is to convey to the Board and public how GCSB management proposes we conduct our customer service, administrative and governance functions going forward.

As we are well aware, our response to COVID-19 as a nation, state and county has been met with jeers and cheers. We went from masks being unnecessary and ineffective in March to mandated statewide in June. Depending on what you read or heard, we went from younger persons being less likely to be affected by the disease, to being accused of acting carelessly and spreading COVID like wildfire on the beaches, in bars and nightclubs, to drinking games promoting forced contact with payment to the first infected. Since none of us have been through this or had backgrounds as epidemiologists, we could not draw from experience to guide us through.

GCSB management from the beginning put our faith and actions in the hands of the local health official, who is guided by state and federal directives; with our actions filtered using common sense. In response to these mandates and directives including social

distancing requirements and Stay-at-Home Orders, on March 19, 2020 the GCSD office was closed to the public. In addition, due to our inability to facilitate adequate social distancing of office and customer service field staff in the district office, we reduced the number physically working in the office to two employees and implemented procedures to maximize social distancing, perform adequate disinfection and provide personal protective equipment. Four office/administrative staff were outfitted with District provided laptops, docking stations, monitors and secure remote access to district computers. In addition, all board meetings since March 19, 2020 have been conducted successfully via video teleconference.

All field employees are screened before work daily per county health requirements. The Operations and Collection/Distribution Office work stations, common areas and vehicles are disinfected before and after use. GCSD will enforce the following Social Distancing Protocol:

1. The number of people who can enter into any District facility at any one time will be limited to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete an Essential Business activity;
2. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of District facilities and in other appropriate areas for use by employees, and in vehicles to be used when there is employee interaction with members of the public (IE customer service call, securing materials and supplies from a vendor's store);
3. Providing for contactless payment systems;
4. **Washing hands** thoroughly with soap and water **after** handling any customer **payments or mail**, and modifying related practices to reduce the handling of mail and payment to the minimum amount necessary, preferably once daily or less;
5. Discarding in a sealed garbage bag all waste envelopes, stubs and mail or payment related waste material daily;
6. Regularly **disinfecting high-touch surfaces** in all District facilities and vehicles, such as keyboards, mouse, phones, light switches, door handles and knobs, customer payment box, steering wheel, shift knob, radios, cell phones, tools used during the day, etc;
7. Posting a sign at the entrance of each District building informing all employees that they should:
 - NOT ENTER the facility if they have a cough or fever;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into one's elbow;
 - Not shake hands or engage in any unnecessary physical contact; and
- Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>).

On June 22, 2020 and following Governor Gavin Newsom's face covering mandate, management issued the attached Mandatory Face Coverings memorandum. The office was officially re-opened to the public on July 6, 2020 with strict protocols put in place to meet state requirements. There was a significant effort by management with the input of staff that went into the protocols for the re-opening of the office to ensure a smooth transition while keeping employee and customer safety a priority. The Board received an email from Administrative Services Manager Jennifer Flores on Friday, July 3rd that outlined the staff protocol as well as the link to the website regarding customer protocols for entering the District office. Both have been included as attachments to this submittal.

In addition, you will find that the District has created signage in hopes to control customer entry into the lobby and limit occupancy to one person. An umbrella table When the equipment and procedures for this completed, the customer lobby is proposed to open to normal office hours. Staff will continue to encourage customers to handle customer service issues over the phone, by video conference and by email.

Utility Billing delinquencies have increased but there is no indication that this is related to the office closure, rather it is likely the economy, lack of accrued penalties and interest, and lack of service lockoff. Many customers who previously paid in the office now pay online, by phone or using the dropbox.

GCSD as with many special districts around the state are reinventing the long term plan for operation of the administrative office and customer service functions to align with expected long term social distancing requirements and standard practices. Management has attended training, researched current practices and procedures, and stays current with CDC, state and local directives and approvals. Management's goal and responsibility is to provide high quality essential services to the community while protecting employee and public health and safety. Included herein is a copy of presentation slides from a recent webinar on this topic provided by a CSDA member, legal firm.

The District offices were/are not designed or configured for adequate physical distancing while performing routine office functions, customer service or interacting with field staff. The District has in the past few years has experienced routine transmission of common cold and flu, possibly exacerbated by the open cubicle arrangement, narrow hallways, small closed print/copy room, low number of restrooms/wash facilities and poorly planned small common areas. Therefore, in addition to the protocol and procedures outlined in the attached memos, GCSD management has implemented and will be updating the District Injury and Illness Prevention Plan to include the following:

- Reduce the numbers of employees regularly occupying the administrative office by implementing long term/permanent remote work with scheduled office hours as needed for eligible employees in eligible administrative and management positions.
 - Office hours for remote workers will be scheduled as needed and on a rotational basis to keep the number of employees occupying the office at one time to a maximum of three
 - Continue to implement programs and procedures for regular video teleconferencing to maintain the team atmosphere and work continuity
 - Continue to implement procedures using technology to increase accountability, productivity and efficiency
 - Continue to establish and support appropriate policies, procedures and physical home-work stations to ensure employee safety and productivity, as well as the safety of the District business equipment assets
- A minimum of two people coverage in office at all times except when closed to the public
- Efforts to secure consistent inventory and supply of disinfection products and PPE
- Logging all items purchased related to response of COVID-19 for reimbursement from state and federal funding
- Preparing disinfection plans and maintenance protocol to allow for future reopening of the public bathroom and playground area
- Development of continuity plans which include minimum staffing levels
- Conducting a safety program evaluation and updating safety policies, procedures including the IIPP
- Continue to improve SCADA and related technology to allow for more consistent and reliable work from home and remote locations where possible and allowed by regulations
- Evaluation of development of onsite living quarters for specified on call personnel and others essential employees with special circumstances
- Development of a plan for reconfiguration of all office spaces including cubicles and offices, customer service areas, public spaces, restrooms, hallways, copy center, break area/kitchen and Board room. An architect specializing in office ergonomics will need to be engaged to conduct the evaluation and prepare improvement plans

With regard to Board meetings, unfortunately until social distancing requirements are completely lifted, if they are, the current board room at 367 square feet, less 80 square feet of furniture is not sized adequately to allow attendance by 5 Board members, two to

four staff, presenters and public. We can limit the number of staff in attendance, but even with the Board and one staff, calculating the minimum of 30 Square Feet per person, there would only be space for four members of the public. Legally and politically, it is inappropriate to limit the public in attendance at the meeting, we will therefore need to conduct remote meetings until circumstances change. If the board so chooses when allowed by the health officer, the District can transition back to in-person board meetings, with only the board and staff and wearing face coverings. However, we will not be able to have physical public attendance at Board meetings until all social distancing requirements are removed so we will continue to provide a zoom meeting option.

Next Steps

1. **Develop a Continuity Plan** - As an essential utility service provider, the District is now required to develop a Continuity Plan to ensure that we have the capacity to perform our essential functions continuously. This plan is to be implemented and updated as needed, and contain procedures for effective implementation. The Plan would be used to ensure that regardless of the circumstances such as pandemic, work stoppage, unusual rate of injuries or illness, or natural disasters, that GCSD has the ability to keep the fire department responding to alarms, water flowing to homes, and wastewater treated to protect water quality.

In a small, rural organization where very specialized skills and certifications are necessary, it can be very difficult to maintain the depth of personnel to maintain service continuity with a quarantine or mass isolation of your operations or maintenance staff. Management voiced concern that we are one positive (COVID-19) away from not being able to deliver services. We have gathered much data and will be engaging the services of a professional consulting firm to evaluate our essential functions and prepare a functional Continuity Plan.


2. **Hire an architect** to evaluate the offices and design improvements
3. **Evaluate and Update Safety Program**
4. **Disinfection** - Engage a professional disinfection contractor for common areas, playground and restrooms

ATTACHMENTS:


- Arkinson, Andelson, Loya, Ruud and Romo presentation on “opening up”
- Staff Protocol Memoranda

FINANCIAL IMPACT:

Current expenses are in the tens of thousands and will be reported at our next quarterly workshop. The expenses for architectural work, disinfection, continuity and safety plan updates are not yet known.



aalrr Atkinson, Andelson
Loya, Ruud & Romo
A Professional Law Corporation

 **California Special
Districts Association**
CSDA *Districts Stronger Together*

“Opening Up”: How Public Employers Should Prepare To Reopen


PRESENTED BY:
Nate Kowalski and Eric Riss, Attorneys

Cerritos • Fresno • Irvine • Marin • Pasadena • Pleasanton • Riverside • Sacramento • San Diego

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Introduction

Today, we will be discussing *“Opening Up”:
How Public Employers
Should Prepare to Reopen*



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Agenda

- Workplace Safety Preparations
 - Best practices and requirements
- Transitioning Employees Back
 - Leaves, returns from furloughs
- Employee Concerns
 - High risk workplaces? General fear?
- FAQs will be included throughout



Need for Advance Planning for Return to Work

- Public agencies may be beginning to plan for a return to the physical workspace due to recent changes to State and local shelter in place orders
- We advise against issuing summary “come back to work” communication to employees; agencies should complete preparations on a host of employment issues before bringing employees back

Need for Advance Planning for Return to Work

- Best Practices in Preparing to Return to Work
 - Develop a written return to work plan or collection of policies to address issues such as workplace safety, screening measures, leave policies, and other subjects
 - Review CDC, State Department of Public Health, and other governmental agency guidance on workplace safety and return to work
 - Consider a “ramp up” or multi-step return to work timeframe, rather than returning all staff members back to the workplace at once
 - Consider if it is more efficient and boosts morale for some remote work to continue

Workplace Preparations: Temperature Screening

- **CDC recommends daily health screening, including temperature screening, as of May 6, 2020**
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - EEOC previously advised that temperature screening was permissible in certain circumstances
- CDC has provided some basic guidelines for temperature screening
 - Designate one or more entrances for screening to ensure all workers are checked
 - **Must** abide by social distancing protocols
 - Screener should use PPE and/or stand behind partition barrier for their protection
 - Critical temperature point? 100.4 degrees Fahrenheit
 - HIPAA requires screening results be kept confidential
 - Keep process private to prevent stigma and discrimination
 - Agencies may instead require employees to complete daily health questionnaires in lieu of in-person temperature screening

Top Questions This Week...

1. Should temperature screening be done internally or by outside parties?

- Internal staff requires training to conduct screening
 - How to calibrate thermometer, use it, and cleaning protocols
- Third party medical examiners likely unavailable due to high demand
- Third party also pose some risk
 - May be difficult to verify level of training provided to third party screeners
 - Potential exposure to infection for third parties
 - Employers may still need to provide PPE to third party screeners

Answer: it depends, and may be based on your operational needs and ability to train staff to conduct screening.

Workplace Preparations: Temperature Screening

- **Best practices, regardless of who conducts screening:**
 - Ask employee if they have had symptoms of COVID-19 within 48 hours
 - Use temporal / no-contact thermometer
 - Sanitize thermometer with alcohol wipe before/after use
 - Send employees with symptoms or temperature at/over 100.4 degrees home immediately, and contact HR
 - Have employee complete form attesting that they did / did not have temperature over 100.4 degrees F
 - If possible, conduct screening while non-exempt employees are clocked in
 - Implement written policy with procedures outlined, and obtain employee's authorization to take temperatures



Workplace Preparations: Face Coverings

- State and local public health orders vary on whether face coverings are mandatory
- Business decision: require face coverings in all circumstances, or in some?
- Regardless, employers must require employees to practice social distancing regardless of face covering policy
- Best practice: adopt written social distancing protocols and distribute to employees upon return to work



Top Questions This Week...

2. Should public employers require face coverings in some or all cases?

- Mandatory face covering policy lowers overall level of risk
 - Particularly in congested or small office facilities, with cubicles or narrow hallways
 - However, may be difficult for employees with duties in the outdoors in summer heat
- Situational face covering policy has risks but may help morale
 - Outline specific cases where face covering is not needed: for example, alone in office with door closed, working out in field with no one nearby
 - Require face covering be worn while walking indoor halls, in elevators, or when one cannot keep socially distant (walk less than 6 feet from another person)
 - Some risk of additional exposure; but may help morale of employees returning to work

Answer: Each employer should assess which practice works for them.

Workplace Preparations: Cleaning and Disinfecting

- CDC/EPA released guidelines for cleaning and disinfecting public spaces, workplaces, business, schools and homes
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Employers should review this guidance when implementing cleaning procedures
- Employers should develop and implement a written plan or set of protocols on cleaning
 - We recommend consulting with counsel on this topic, particularly as standards and government agency guidance is regularly updated

Workplace Preparations: Cleaning and Disinfecting

- Best practices for cleaning and disinfecting based on CDC/EPA guidance:
 - Determine surfaces that are touched and need to be disinfected; outdoor facility areas may be cleaned using normal methods
 - Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash
 - Gloves and gowns should be compatible with the disinfectant products being used
 - Additional PPE might be required based on the cleaning/disinfectant products being used
 - Consider rotating work schedules to minimize cleaning requirements; CDC suggests employers may use normal cleaning for areas unoccupied for 7 days
 - Consider disinfecting agency equipment prior to return to work, e.g. laptops

Workplace Preparations: Schedules and Logistics

- Public employers should consider changes to employees schedules and office logistics prior to return to work
- Changes to work schedules
 - Alternating work shifts/rotations — “Team A” and “Team B”, one week on and one week off
 - Coordinate remote work schedules with shifts back in physical office space
 - Staggered work arrival/departure times
 - Staggered breaks
 - Note: may involve bargaining obligations, consult with counsel before adopting

Workplace Preparations: Schedules and Logistics

- Changes to office layouts or logistics
 - One-way hallways, stairwells, and elevators
 - Install partitions or barriers on office cubicles, reception areas, etc.
 - Limit in-person meetings to large rooms and/or critical meetings
- Changes to breakroom use
 - Use disinfectant wipes on microwaves, table surfaces after use
 - Ban on communal or shared food and beverages
 - Consider banning use of communal refrigerator to minimize risk
 - Place limits on maximum number of employees present
- These changes may raise negotiable effects; best practice is to notify unions **before** you implement changes

Transitioning Employees Back to Work

- Public agencies should consider several issues once employees begin to return to work
- For example, employees on leave or dealing with disabilities may require individualized “return to work” plans or accommodations before returning
- Agencies should consider adopting protocols for employees reporting illness or positive tests, addressing
 - If an employee feels ill at home
 - If an employee feels sick once reporting to work
 - If an employee is exposed to someone who has tested positive for COVID-19
 - Describing measures taken to clean and disinfect employee work station if they become sick or are exposed after return to work
 - Providing process for communicating with employees sent home due to illness or exposure

Transitioning Back: Accommodations

- Employers must consider impact of pandemic on employees returning to work, including accommodations
- EEOC issued guidance on COVID-19-related issues, including interactive process
 - <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>, last updated May 7, 2020
- Employer can choose to forgo or shorten the “interactive process”
 - May grant temporary accommodation requests
 - Should remain flexible and place an end-date on the temporary accommodation

Transitioning Back: Accommodations

- Employer should consider whether accommodation requests pose an “undue hardship”
 - Recent business practices may impact whether a request still qualifies as an “undue hardship”
- May require employees to wear personal protective equipment, particularly if they interact with others frequently — for example, a receptionist
- Best practice: advise employees with disabilities that they may request accommodations upon return to work

Top Questions This Week...

3. What if an employee responds to employer’s return to work order by requesting to continue working from home?

- If an employee has a qualifying disability under the ADA and FEHA, remote work could constitute a “reasonable accommodation”
- Employer may have more difficulty arguing that remote work arrangement poses undue hardship after requiring staff to do so during pandemic
- However: no requirement for employer to continue permitting employees to work remotely as a matter of course, absent a disability or other issue

Answer: employer should inquire as to basis for employee’s request to continue working remotely; absent a disability or other legally protected reason, employer may choose to deny request based upon its operational needs

Transitioning Back: Use of Leaves

- Employees may request to remain on leave of absence
- If leave is based on FFCRA, employers should remain mindful of permissible basis for these leaves
 - Supplemental FMLA: may only be used when employee is unable to work due to school/child care closure for minor child
 - Emergency PSL: may only be used if employee is unable to work due to (i) federal, state, local quarantine/isolation order; (ii) caring for “individual” subject to such an order; (iii) advised by health care provider to self-quarantine; (iv) has symptoms; or (v) school/child care closure
 - Based on inability to work due to pandemic-related reason
- Employer should evaluate whether return to work impacts employees’ continuing eligibility for using these leaves

Top Questions This Week...

4. Should public employers require that employees get tested before they are permitted to return to the workplace?

- EEOC guidelines (rev. 5/7/20): “an employer may choose to administer COVID-19 testing to employees before they enter the workplace”
 - https://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitaion_act_coronavirus.cfm
- However, there are concerns with mandated testing for return to work
 - Test is snapshot of moment in time, does not provide assurance about whether employee contracts virus in the future; false sense of security gained from tests
 - Tests are in short supply in many counties

Answer: best practice for employer to rely on ongoing safety protocols, such as daily wellness questionnaire, temperature screening, social distancing, face coverings, etc., rather than mandatory testing

Employee Concerns about Returning to Work

- Employees may express anxiety about returning to workplace in midst of ongoing COVID-19 pandemic
 - High risk workplace environments, e.g. public hospitals, law enforcement, parks and recreation
 - Extent of safety measures, e.g. mandatory face coverings at work, or exceptions for certain circumstances
- Public agencies should be prepared to handle and respond to employee concerns upon returning to work
 - Including employee refusals to return to work

Addressing Employee Concerns about Return to Work

- Best practice on general employee anxiety: communication, consistency, and clear policies
 - Share set of policies and protocols with employees immediately upon return to work, noting subject to change if laws change
 - Ensure that supervisors and managers are trained on policies and enforce them evenly among staff
 - Communicate in advance with unions about agency's overall return to work plan, new or modified policies, and follow up about employee concerns



Addressing Employee Concerns about Return to Work

- Best practice on general employee anxiety: communication, consistency, and clear policies
 - Human Resources and managers should communicate regularly with employees to address questions or concerns
- Consider morale-boosting measures to keep anxiety low
 - For example, periodic group or individual “check ups”, even if done through video conferencing apps



Employee Concerns about Returning to Work

- Potential legal pitfalls exist if employee concerns are mishandled
- For instance, poor workplace safety policies may lead to investigations and/or penalties for Cal/OSHA violations
- If employee is dissatisfied with agency response to safety complaint, agency could face retaliation complaints on several fronts:
 - In response to employee exercising any right created by Cal/OSHA
 - *Tameny* public policy cause of action
 - Whistleblower complaint
 - Unfair practice charge in response to concerted activity

Employee Concerns about Returning to Work

- If employee tests positive after a return to work, agency could face a negligence claim
 - Failure to take reasonable measures to keep the workplace safe
 - For example, due to liberal face covering policy
- Employer should handle communications with employees with care, and consult legal counsel on specific safety-based complaints

Top Questions This Week...

5. What if an employee refuses to come back to work due to general fear of virus and/or coworkers?

- If based on rumors of positive cases, agency **cannot** divulge identity of employees who tested positive and/or were exposed to positive cases
- Employer is generally not required to “accommodate” employee fears
 - As noted above, accommodation may be required if disability present
 - Remain mindful of “whistleblower” safety complaint vs. general fear
 - Remain mindful of union-related complaint (concerted activity) v. individual fear
- While not required, employer may consider continued remote work

Answer: employer should proceed with caution, inquire about reasons or basis for fear and refusal to return; employer is not required to permit employee to remain off work if based on vague and unexplained fears.

COVID-19 Return to Work Plan

- Bargaining obligations and/or current MOUs may impact the employer's ability to unilaterally implement new policies on return to work
 - For instance, may impact work schedules, leaves of absence, discipline, etc.
- State and local public health orders are changing on regular basis
 - E.g. Riverside County Public Health Officer recently decided to rescind all prior orders and defer to the State of California
- Return to work issues also involve unknown variables — e.g. future availability and efficacy of testing
- Consult with counsel before implementing a comprehensive set of protocols and policies

Employer Resources

Situation is rapidly evolving; we recommend visiting these resources on a regular basis

- **CDC Employer Guidance:** <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>
- **Cal Department of Public Health:** <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- **Cal/OSHA Guidance on Protecting Workers:** <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
- **EEOC Pandemic Flu Guidance:** https://www.eeoc.gov/facts/pandemic_flu.html
- **DIR Coronavirus Wage & Hour Guidance:** <https://www.dir.ca.gov/dlse/2019-Novel-Coronavirus.htm>
- **DIR (Cal/OSHA) Guidance for Healthcare Workers:** <https://www.dir.ca.gov/dosh/Coronavirus-info.html>
- **DOL FMLA Q&A:** <https://www.dol.gov/agencies/whd/fmla/pandemic>

Question & Answer Session

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Thank You

For questions or comments, please contact:

{ Nate Kowalski, Attorney }
(562) 653-3200
nkowalski@aalrr.com

{ Eric Riss, Attorney }
(858) 485-9526
eriss@aalrr.com

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**California Special
Districts Association**
Districts Stranger Together

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**PROFESSIONAL
DEVELOPMENT**

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Updated April 2, 2020

TO: All Public Water Systems

RE: Public Water System COVID-19 Considerations

The provision of potable water to your customers is an essential function. This guidance offers suggestions on ways to reduce the impact of COVID-19 on the operation of PWSs and to support the continued delivery of potable water during this pandemic. It is necessary that public water systems (PWSs) provide ongoing water quality monitoring and reporting in accordance with laws, regulations and permit requirements. All recommendations are based on information available and may be amended or added to as information develops.

Additional information supporting the federal designation that drinking water is an essential function is provided at the following links. Please refer to these if there are any questions from either your staff or others questioning ongoing operations with appropriate staffing.

<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

<https://www.cisa.gov/water-and-wastewater-systems-sector>

1. Continued Communications

Communication both within your organization and with customers and public health officials is critical to ensure clear understanding that the water provided is suitable for drinking, cooking, bathing and all other potable uses. The status of the water system operations, including any issues where assistance may be needed, should be communicated to local Emergency Operations Centers and the DDW District Engineer.

The [Center for Disease Control](#) and the [California Department of Public Health](#) are the primary source for public health information. The [Water Research Foundation reports](#) that drinking water is not a vector for COVID-19 and your staff and the public can be assured that their water does not transmit the virus.

Considerations:

- a) Keep staff informed on the status of COVID-19 in your community. Make Personal Protective Equipment (PPE) available as needed.

- b) Provide guidance to staff reminding them of the importance of community social distancing measures including discouraging staff from gathering elsewhere.
- c) Develop and implement a plan to communicate with the water system customers as necessary.
- d) Contact and coordinate with the County Emergency Operations Center (if it has been activated) or [Local Public Health Department](#) as needed concerning clusters of respiratory disease or spikes in absenteeism.
- e) Keep the drinking water regulatory agency ([Division of Drinking Water \(DDW\) local District Office](#) or [Local Primacy Agency \(LPA\)](#) representative) informed of issues related to maintaining essential functions and ongoing permit.

Information currently available about the novel coronavirus or COVID-19 and drinking water impacts:

- Currently, there is no evidence that the COVID-19 virus survives the disinfection process for drinking water and wastewater. The public can continue to use and drink water from their tap as usual. Visit the U.S. EPA's webpage on the [Coronavirus and Drinking Water and Wastewater](#) for up to date information.
- According to the [World Health Organization](#), the "presence of the COVID-19 virus has not been detected in drinking water supplies and based on current evidence the risk to water supplies is low."

2. Maintaining Staffing Capabilities

Water systems need to evaluate how to operate and maintain water with staffing shortages. Several factors can influence this shortage, including staff being sick, caring for sick family members, caring for children who are home, self-quarantine due to known exposure or local government mandates, or staff who fall in the at-risk category (over 65 years of age, underlying health conditions). It is important to remember that water delivery is an essential function within the mandates established by state and local government, and the PWS should be prepared to identify means to ensure ongoing operations.

Considerations for staffing:

- a. Prioritize tasks to ensure essential functions are addressed. Identify necessary staffing, including backup staff to maintain these essential functions. Ensure consideration of facility operational requirements as well as regulatory and permit requirements. Low priority tasks may need to be postponed until time and resources are available. Your prioritization should be shared with your regulator (DDW District Engineer or LPA representative).
- b. Sign up with a mutual aid organization such as the [California Water Agency Response Network \(CalWARN\)](#). You can then identify other nearby water utilities that are mutual aid partners and plan for staffing assistance if/when necessary.
- c. Review and update emergency response plans, including continuity plans for PWS essential functions.

- d. Develop standard operating procedures for critical processes, such as adjusting chlorination or other chemical feed equipment.
- e. Cross train staff NOW to prepare workers for nonstandard work duties.
- f. Consider implementing staggered work regimen while still maintaining essential functions to maintain social distancing and limit the number of staff who are together.
- g. Encourage the mentoring or “phone supervision” of apprentice staff. Consider collaborating with a neighboring or larger water utility who may have more senior staff available by phone. Your regulator or the CalWARN network are resources to assist. This could apply to situations where a second senior person would normally be on site, and now is “present” via phone. Another example would be changing a chemical dose pump setting where the novice operator needs a peer review. All activities should emphasize operatory safety.
- h. Consider remote participation capabilities such as video or telephone conferencing, live streaming meetings, or other options that permit staff the flexibility to stay home when sick, need to care for sick household members, or are at high risk for complications from COVID-19.
- i. Use cameras, video feed or facetime to monitor multiple sites with fewer staff.
- j. Review how your staff might plan for issues at home. If your staff have problems at home, they will not come to work. If your staff don’t come to work, you don’t have an operational water system. While this is a known emergency issue, it takes an elevated role in this pandemic. Home issues are likely to include:
 - Staff or family are sick (ensure sick-leave policies allow staff to stay home if they have any symptoms)
 - Family loss of income
 - Elder care
 - Childcare
 - Shortages of supplies
- k. Make sure your policies are flexible (e.g. can staff take a utility vehicle home if needed?).

3. Laboratory Services

Many water systems depend on commercial laboratories, sampling services and courier services to manage water quality sample collection and analyses. Many of these labs are small operations and could easily experience backlogs or delays due to staffing shortages of their own. All water quality monitoring is essential to ensure the water remains safe and should continue based on the schedule in place for your water system. If there are challenges in conducting any required monitoring, you should be reaching out to the DDW District Office or LPA to discuss options.

Several actions are recommended:

- a) Talk to your lab and develop a plan for water sample collection and delivery when the normal processes cannot be implemented.

- b) Identify whether your lab is maintaining adequate staffing to meet your monitoring needs. If it cannot, identify a secondary laboratory that can fill the gap.
- c) Through the CalWARN network, identify other nearby members that may have in-house laboratory facilities. Work with them to see if they can be part of your emergency plan.
- d) Obtain additional sample kits (cooler, sample bottles, sample location maps, ice packs and chain of custody forms). Make sure everything is clearly labeled on the assumption that you may need backup/alternate staff to perform these duties. Include a map of your sample locations (photos of the actual sample station help to ensure sampling at the correct locations).
- e) Ensure backup samplers are trained in sample collection procedures.
- f) Coordinate all sample collection and delivery with your laboratory to ensure the ability to analyze the samples within the specified holding times.

4. Maintain Enough Consumables (Chemicals and Materials)

Evaluate what supplies are critical to your operation. In many cases it will be chlorine and or treatment chemicals. The government messaging calling for self-isolation may result in reduction in delivery drivers. If this affects your chemical supplier, and deliveries are delayed or cancelled, how will you operate?

Several steps to consider:

- a) Increase your on-hand inventory of supplies. You may need to double your chlorine, salt, or alum stock, for example.
- b) Additional temporary chemical storage facilities may be required. This can take the form of plastic storage totes, tanks or tractor trailer truck tankers or railcars.
- c) Make sure you date your inventory and practice safe storage and handling. If you use temporary storage be sure to clearly label and have the Material Safety Data Sheet on the container.
- d) Purchase spare parts now for all critical equipment. Maintain an inventory of parts available.
- e) Coordinate with your materials supplier and transporter. Encourage them to take similar staff protective measures to assure their functionality and service. Consider multiple alternate sources of materials supply and establish contact with them now.
- f) Through the CalWARN network, identify resources (including human resources) that other nearby members may have on hand.

5. Financial Considerations

It is likely that the economy will be challenged during this pandemic impacting both staff and customers. Customers may not be able to pay their bills and it is essential for water utilities to plan for how to handle these situations. Utility staff may also be experiencing financial difficulties due to loss of jobs within their family. Staff with health impacts who are unable to work may run out of sick leave. In an extended scenario, water utilities may have cash flow

issues. Some of these problems may be addressed at a federal level, some at a state or regional level and some by the water district. You are encouraged to start the discussions and planning now.

6. Prepare for Response

Review, update, and prepare the implementation of the emergency response plan and/or your Emergency Notification Plan procedures if needed. Be prepared to implement the necessary protective measures: public notifications – unsafe water alerts, BWN, DND, etc. Have the emergency generators tuned and ready? Know where the valves are and how to operate them to direct the flow of water where needed. Understand that critical infrastructures such as water, electricity, fuel, gas all require people who are also susceptible to the ongoing COVID-19 threat.

7. Maintaining the Cross-Connection Control Program (New 4/2/20)

Maintaining a cross connection control program is considered an essential function for the protection of the distribution system from contamination. The following activities should be maintained during the COVID-19 crisis:

- Any newly discovered cross connections must be corrected immediately to protect public health: locking out water meters while corrective actions are being taken would be appropriate if it is needed to prevent distribution system contamination.
- Backflow prevention device testing should continue as scheduled when possible. However, since testing is an annual requirement, PWS's should consider providing flexibility to customers on device testing due dates, provided testing can be completed within the calendar year.
- Failed devices should be repaired or replaced immediately. PWS's should consider providing assistance to customers to ensure testing and corrective actions can be completed in a timely manner, for example, device repair and replacement services when testers or contractors are not available, or customers are unable to coordinate.
- Recycled water use site cross connection tests should continue as scheduled when possible, but flexibility should be considered, provided they are completed within the calendar year.
- Backflow testers are essential workers, whether they are PWS employees, are contracted by the PWS, or are hired directly by customers.
- Most backflow devices should be in areas where maintaining safe social distance would not be a concern. For devices where a safe distance cannot be maintained (for example, interior devices) consider deferring those tests until later in the year and moving up other, safer test locations.
- If the PWS has customers that directly hire a backflow tester, typically from a provided list, and they cannot afford to pay for testing due to economic hardship, investigate having the PWS directly contract for the testing of those devices and recover payment through regular billing. The PWS should exhaust every avenue before shutting-off someone's water during this emergency.

8. Remote Supervision of Water System Operations (New 4/2/20)

With the concerns over the COVID-19 and the associated precautions to be observed, inquiries have been posed about the ability of the chief operator to provide remote supervision to onsite shift operators. The question is whether this adequately satisfies regulatory requirements for lead and shift operators. Any proposals or needs for such arrangements may be considered only on a case by case basis upon consultation, coordination, and approval by your District Engineer/Local Primacy Agency.

Links to information:

Center for Disease Control <https://www.cdc.gov/>

California Department of Public Health
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

California Division of Drinking Water Contact Information
https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap_WA_version.pdf

Local Primacy Agency Contact Information
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/rtrc/lpa_contact_info.pdf

Local Public Health Contact Information
<https://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx#>

U.S. EPA <https://www.epa.gov/coronavirus>

Water Research Foundation <https://www.waterrf.org/event/coronavirus-research-update>
(you must enter your email address (register) to view this webcast).

California Water Agency Response Network (CalWARN) <http://www.calwarn.org/>



Interoffice Memo

Date: June 22, 2020
To: All GCSO Staff
From: Peter Kampa, General Manager
Re: Mandatory Face Coverings

All of us at GCSO care very much about our individual and collective health and safety. These are unprecedented times with a pandemic affecting our lives in so many ways. With the variety of media, influences, political feelings and belief and especially social media, at times it is difficult to know the truth. Everything is currently under debate from the actions and funding for law enforcement, human rights, freedoms, actions to protect personal and public safety, government mandates; and whether a pandemic even currently exists. We understand your passion in this matter, and we share your concerns.

That being said, we must require that you wear face coverings as mandated by the California Department of Public Health. One thing is painfully clear; as a public government agency we are responsible to uphold the mandates of the state and federal government. GCSO is responsible to provide practices, training and equipment that protects the health and safety of our employees and the public we serve. We are also required to provide for compliance enforcement for employees who do not follow safety rules and directives.

Effective June 18, 2020 until further notice, all employees of GCSO in all locations during all working hours must wear face coverings and follow the [guidelines of the state regarding face coverings](#), including but not limited to the following:

1. Inside of, or in line to enter, any **indoor public space**. This includes markets, restaurants and gas stations.
2. While **driving or riding in a vehicle** with another person. Wear a mask if you are alone in a vehicle but expect that another person will be in that vehicle prior to a full disinfection procedure.
3. **Interacting** with any member of the **public**, or while working in any space visited by members of the public, regardless of whether anyone from the public is present at the time. For example, the park restroom, playground, customer service area or any portion of the offices visited by the public, including couriers and vendors
4. Working in or walking through **common areas**, such as our office hallways and cubicles
5. **Occupying a room** or enclosed area where other people are present and unable to physically distance. An example is the customer service and administrative offices and other district buildings.
6. While **outdoors in public spaces** when maintaining a physical distance of **6 feet** from persons is **not feasible**. In our working environment under the above conditions where

working within 6 feet of another person and wearing a face covering presents a higher danger than not; the face covering can be temporarily removed while the close proximity work is being conducted. Attempt to maintain the physical distance at all possible times, and wear the face covering as soon as possible when the working conditions improve.

Employees may be exempt from wearing face coverings only under the following conditions:

1. Persons with a **medical condition or disability** that prevents wearing a face covering. Documentation from a physician is required.
 - a. **Note:** If you are exempted from wearing a face covering due to a medical condition, you should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
2. Persons who are **hearing impaired**, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
3. If wearing a face covering **creates a risk** related to our work as **determined by OSHA** guidance and advance approval by your supervisor. There are very few circumstances in our work that meet this exemption, and please communicate with your supervisor and see the requirements in #6 above.
4. If you are **performing outdoor work** and working alone, and able to maintain six feet from others at all times

Again, we must evenly enforce these requirements for all employees as required by the state.

Please do not hesitate to contact me directly at (209) 591-7100, by Teams direct chat, text message or email pkampa@gcsd.org if you have any concerns with the requirements. Thank you for your understanding.



Interoffice Memo

Date: July 2, 2020
To: Admin Staff
From: Jennifer Flores, Administrative Services Manager
Re: Protocol for Office Reopening to the Public

Many facilities, including public offices throughout the county, have begun the process of reopening to the public. We must implement procedures and take measures that will reduce the risk and spread of COVID-19 for employees and the public as we transition to a more open phase. Below is a list of procedures and information regarding the reopening of our GCSO office:

Reopening Information

- 1) The office will reopen to the public on **Monday, July 6, 2020.**
- 2) Office hours will be **Monday-Friday 9:00am-12:00pm, closed from 12:00pm-2:00pm, and open from 2:00pm-4:00pm.**
- 3) The District installed a plexiglass window guard with a slot in which to pass payment methods and receipts through. This is going to be replaced with a permanent glass guard in the near future.
- 4) Disinfectant product, gloves, and masks will be provided.

Reopening Protocol

- 1) Determine who will be the person assisting walk in customers for the day. This person will be the **only** staff member assisting customers for that day.
- 2) Set up sanitizing station outside on the walkway by 8:30am as well as shade umbrella and two (2) chairs for customer waiting area.
- 3) Set up sandwich board customer information sign on walkway outside of the office.
- 4) Only one (1) customer in the lobby at a time.
- 5) Customer must wear face covering to enter the customer lobby as well as while occupying the waiting area outside.
- 6) Staff member assisting customer must wear a face covering at all times.

- 7) Sanitize counter area with disinfectant product and paper towels after customer has left the building prior to assisting next customer. Use a new set of paper towels for each cleaning.
- 8) Use hand sanitizer after assisting each customer. Gloves will be provided if you prefer. A new pair of gloves must be used with each new customer. You may also alternate between gloves and hand sanitizer if you prefer.
- 9) At the end of the day, staff member assisting customers for the day **must** thoroughly disinfect **entire** front desk area and all items contained in this area. This includes counter area, plexiglass guard, phone, keyboard, monitor, stapler, tape dispenser, pens, etc. Remove trash bag of used paper towels and replace with new trash bag daily.
- 10) Break down hand sanitizing station, customer waiting area, and customer sandwich board sign and bring into the lobby at the end of the day.
- 11) Lastly, staff is to wear face coverings in the office when physical distancing is not possible and in the copy room, hallway (such as to bathroom) and kitchen. The bathroom must be sanitized and checked for supplies daily.

The above protocols must be strictly followed to help prevent the potential exposure and spread of COVID-19. During this process, if you find things you feel would better accomplish this goal, please feel free to let me know your ideas. Your efforts and cooperation are greatly appreciated.

Sincerely,

Jennifer Flores



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Jennifer L. Flores, Administrative Services Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 6D: Adoption of a Resolution Approving an Electronic Signature Policy

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve Resolution 33-2020 adopting an Electronic Signature Policy.

BACKGROUND:

As a result of the COVID-19 pandemic the District closed the office on March 13, 2020 as directed by the Governor's State mandate and the recommendations by the CDC. Administrative staff have been working remotely and will continue to work remotely to reduce the risk of spreading the virus. District staff has been performing administrative daily functions as usual. While staff is working diligently converting as much as possible to electronic files, processing agreements and reports remotely, it has been difficult to obtain in person signatures on official paperwork related to District business. The fact is, in most cases, paper files and wet signatures are simply no longer necessary so long as signatures are authenticated in some secure manner. The District wishes to adopt an Electronic Signature Policy; the use of electronic signatures will add to the efficiency of District staff both during and after the COVID-19 pandemic restrictions.

ATTACHMENTS:

1. Electronic Signature Policy
2. Resolution 33-2020

FINANCIAL IMPACT:

None at this time, however the District may choose to use an inexpensive verification service for efficiency and security, but this cost will not increase the budget.

EFFECTIVE DATE: 7/14/2020

POLICY

ADOPTED BY BOARD: 7/14/2020

POL- _____ Electronic Signature Policy

This eSignature Policy shall be used by the Groveland Community Services District ("District") to increase productivity and ensure convenient, timely, and appropriate access to District information by using electronic signature technology to collect and preserve signatures on documents quickly, securely, and efficiently.

This Policy applies to documents requiring a signature of any person where the signature is intended to show authorship, approval, authorization, or certification, as allowed by law. It is the policy of the District to encourage the use of electronic signatures in all internal and external activities, documents, and transactions where it is operationally feasible to do so, where existing technology permits, and where it is otherwise appropriate based on District preferences. In such situations, affixing an electronic signature to a document in a manner consistent with this Policy shall satisfy the District's requirements for signing a document.

While the use of electronic signatures is suggested and encouraged, this Policy does not require the use electronic signatures, nor can the District mandate that any third party signing a document use electronic signatures.

Requirements of eSignature

The use of electronic signatures is permitted and shall have the same force and effect as the use of a "wet" or manual signature if all the following criteria are met:

1. The electronic signature is unique to the person using it.
2. The electronic signature is capable of verification.
3. The electronic signature is under the sole control of the person using it.
4. The electronic signature is linked to the data in such a manner that if the data is changed after the electronic signature is affixed, the electronic signature is invalidated.

Electronic Signature is the broad umbrella category under which all electronic signatures fall. The legality and use of Electronic Signatures are governed by federal and state law. (See 15 U.S.C. §§ 7001, et seq. [U.S. Federal Electronic Signatures in Global and National Commerce Act]; California Government Code §16.5; California Civil Code §§ 1633.1, et seq.

RESOLUTION 33-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING AN ELECTRONIC SIGNATURE USE POLICY

WHEREAS, as a result of the COVID-19 restrictions it has become difficult to safely obtain in person signatures on official paperwork related to regular District business; and

WHEREAS, the District has already taken efforts to reduce paper copies of files in compliance with the record retention requirements; and

WHEREAS, the use of electronic signatures will add to the efficiency of District Staff both during and after the COVID-19 pandemic restrictions; and

WHEREAS, the use of electronic signatures is allowed for use as governed by federal and state law. (See 15 U.S.C. §§ 7001, et seq. [U.S. Federal Electronic Signatures in Global and National Commerce Act]; California Government Code §16.5; California Civil Code §§ 1633.1, et seq. and;

WHEREAS, the District wishes to establish and adopt an Electronic Signature Use policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Groveland Community Services District does hereby adopt the policy entitled, "Electronic Signature Use Policy", attached hereto as Exhibit "A" and incorporated by this reference.

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Groveland Community Services District held July 14, 2020 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Attest:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President – Board of Directors

CERTIFICATE OF SECRETAY

I, Jennifer L. Flores, the duly appointed and acting Secretary of the Board od Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passes and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and help on July 14, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 6E: Adoption of a Resolution Approving a Plan Check and Inspection Agreement for the Construction of Water System Improvements to Serve the Airport Estates Development

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to approve Resolution 34-2020 a Plan Check and Inspection Agreement for the Construction of Water System Improvements to serve the Airport Estates Development.

BACKGROUND:

The MidValley Aviation LLC entered into agreement in 2018 for evaluation of the connection to the District water and sewer systems. It was determined that the eight parcels created could easily connect to the existing water main on the north side of the lots. The only lot for consideration of connection to the sewer system is Lot 1, located furthest west and closest to the District sewer system. Lot 1 will connect to the public sewer depending on the feasibility based on the location of the buildings on the property. Connection will be evaluated and required if possible, at building permit issuance.

To be provided service, the properties must annex into the District boundaries. In May 2020, the District entered into an annexation agreement with Midvalley and the process is proceeding. A Plan Check and Inspection Agreement is now needed to allow for the preparation of plans and specifications, construction of the connections and dedication to the District. All costs associated with the work and annexation are paid by the applicant. Once the work is completed by the applicant under District inspection, and approved by the District Engineer, the improvements are dedicated to the District for ownership and operations.

ATTACHMENTS:

Plan Check and Inspection Agreement and resolution approving

FINANCIAL IMPACT:

All costs paid by Applicant

**GROVELAND COMMUNITY SERVICES DISTRICT
PUBLIC FACILITY CONSTRUCTION
PLAN CHECK AND INSPECTION AGREEMENT
[Airport Estates]**

THIS PUBLIC FACILITY CONSTRUCTION, PLAN CHECK AND INSPECTION AGREEMENT ("**Agreement**") is made this ____ day of _____, 20____, by and between the Groveland Community Services District, a political subdivision of the State of California and a community services district formed and operating pursuant to the provisions of California Government Code Section 61000, et. Seq. ("**District**"), and Mid-Valley Aviation, LLC, a California limited liability company ("**Applicant**"). District or Applicant are sometimes referred to in this Agreement as a "**Party**", and collectively as the "**Parties**".

RECITALS:

A. Pursuant to an April 14, 2020 Annexation Agreement entered into by and between the Parties in conjunction with this Agreement, Applicant is required to construct and provide water service to the Airport Estates subdivision, described on Exhibit "A", attached hereto ("**Property**").

B. Applicant proposes to design and construct the facilities on and about the Property described below that are referred to in this Agreement and elsewhere as the "**Project**"; the work necessary to design, build, install and do all things necessary and proper to complete the Project is referred to as the "**Work**":

1. Develop and construct water service lines, public sewer service line to Lot 1 located on the Property, water meter boxes, valves, fittings, and related appurtenances;
2. Construct inter-tie facilities to connect the improvements described in Recital B.1. (above) to the District's water system.

C. The Parties understand that the process related to the provision of water and other services to be complex and will require the active participation of the Parties. Such participation will result in expenditures by the District ("**Expenditures**"), including, but not limited to, consultant, legal, administrative, and other fees and costs, associated with the performance of its duties under this Agreement and at law. Currently the District does not have funds to pay for the Expenditures.

D. The District is willing to accept the transfer, operation and maintenance of the Project and to provide service therefrom through the District's water system, on the terms and conditions hereinafter provided.

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PLAN CHECK AND INSPECTION AGREEMENT [Airport Estates]

NOW, THEREFORE, the parties agree as follows:

1. Construction

(a) Applicant, at its sole cost and expense, will design, prepare plans and specifications, develop, construct, and install the Project and otherwise perform the Work. Applicant agrees to develop, construct, and install the Project in accordance with District's Engineering Standards. The Project will be constructed by a contractor who is licensed under the Business and Professions Code of the State of California to perform and complete the Work ("**Contractor**") as described in the plans and specifications for the Project ("**Plans and Specifications**") approved by District. Prior to start of construction for the Project, Applicant will submit to District for its approval the Plans and Specifications; Applicant will not commence construction of the Project unless and until District approves the Plans and Specifications. Prior to commencement of Project construction, Applicant will deposit with the District the following:

1. Two complete sets of the approved Plans and Specifications; and
2. A copy of the contractor's license of the Contractor; and
3. A copy of the Applicant's contract with the Contractor; and
4. Proof of insurance, as required by Section 14 of this Agreement.

(b) Applicant will be responsible for determining whether the construction of the Project requires the payment of prevailing wages and if so, Applicant will to the extent required by the California Labor Code, pay no less than the applicable prevailing wage rates to workers and professionals as determined by the Director of Industrial Relations of the State of California pursuant to California Labor Code, Part 7, Chapter 1, Article 2. Copies of the wage determination are on file at the District's office or are otherwise available at www.dir.ca.gov.

(c) Applicant will be responsible for determining whether the construction of the Project requires the Contractor to be registered with the Department of Industrial Relations as a Public Works Contractor and meeting all associated Labor Code requirements.

2. Deposit for District Services

At the time of execution of this Agreement, Applicant will advance to the District the sum of \$3,000.00 for payment in whole or in part of the Expenditures ("**Deposit**"). Applicant authorizes District to withdraw from the Deposit to pay for the Expenditures as they are incurred by District.

PLAN CHECK AND INSPECTION AGREEMENT

[Airport Estates]

District will notify Applicant whenever the Deposit is reduced to \$1,000.00 or less. Within 15 days after such notification is mailed, Applicant will make an additional deposit in the same amount as the initial one as follows:

- (a) Request for additional deposit received by the 1st day of the month will be deposited with District by the 15th day of that month; and
- (b) Request for additional deposit received by District by the 15th day of the month will be deposited by the 30th day of that month.

Upon completion of construction and acceptance of the Project by the District, any funds so deposited by Applicant in excess of District's actual costs will be refunded to Applicant.

3. Permits

Applicant, at its sole cost and expense, will obtain all necessary local, county, state and private permits and approvals relative to the Project, including but not limited to, Tuolumne County Encroachment Permits, permits or approvals required by the Pine Mountain Lake Association, and will comply with all requirements thereof.

4. Project Completion

Applicant agrees to complete the Project to the satisfaction of the District within two (2) years from the date of this Agreement. If not completed by that time, Applicant must complete and submit to District an updated PUBLIC FACILITY CONSTRUCTION, PLAN CHECK AND INSPECTION AGREEMENT.

5. Right of Entry

Permission is hereby granted by the Applicant to the District, or its authorized agent, to enter upon the Property for the purpose of inspecting the Project, the improvements to be constructed, and the Work to be performed under this Agreement.

6. Final Inspection and Testing

Upon completion of construction of the Project and prior to District acceptance, Applicant will notify the District thereof and request a final inspection of the Project. All facilities in the Project will be tested to meet District requirements as required by then-applicable District standards and specifications. Applicant will supply and pay for all necessary equipment, services and devices to inspect and test the improvements installed. This will include, among other things, TV inspection of sewer lines, pressure testing equipment, and cleaning devices.

7. Notice of Acceptance

The District will not provide water service or a written notice of acceptance of the Project until all of the following have occurred:

- (a) The Project is finally inspected, tested and approved by the District as provided in Section 6, above;

PLAN CHECK AND INSPECTION AGREEMENT [Airport Estates]

- (b) An engineer's certification that the Project has been constructed in substantial conformance with the Plans and Specifications has been presented to the District, the form and content of which is acceptable to District in its sole and absolute discretion;
- (c) All easements required to provide service through the Project, rights-of-way, permits, licenses, and other approvals to be obtained and delivered to the District have been so obtained and delivered to the District, the form and content of which are acceptable to District in its sole and absolute discretion;
- (d) All record drawings (reproducible as-builts), specifications, accounting, operation manuals and instructions, CAD disk and warranties relative to the Project have been delivered to the District;
- (e) Applicant has paid to the District all applicable fees and charges of the District relative to the Project, all in accordance with the rules and regulations for the District;
- (f) Applicant has delivered or caused to be delivered to District a detailed accounting of amounts expended for all improvements relative to the Project;
- (g) Applicant has delivered to District a complete and accurate list of all assessor parcel numbers and service addresses to be served by the Project; and
- (h) Applicant has provided District with a "Maintenance Guarantee" as required in Section 12(b) below.

8. Transfer of the Project

Upon Applicant's receipt of a notice from the District advising District will accept the Project ("**Notice of Acceptance**"), Applicant will promptly deliver conveyance documents satisfactory in form and content to the District, transferring absolute and unencumbered ownership of the completed Project to the District. The Parties agree that the transfer of the Project to the District will not be effective or completed until the conveyance documents transferring the Project have been formally accepted by the District via the affirmative vote of a majority of the members of the District's Board of Directors at a duly-called meeting ("**Acceptance**").

9. Risk of Loss/Ownership

- (a) Upon Acceptance, the Project will become the property of the District. The District will own and be free in every respect to operate, manage, modify, expand, and improve the Project as it deems appropriate.
- (b) Prior to Acceptance, all risk of loss or injury or destruction to the Project and related facilities will be solely upon Applicant.

PLAN CHECK AND INSPECTION AGREEMENT [Airport Estates]

10. District Service

District will not provide service through the Project until Acceptance occurs. Service through the Project will be supplied in accordance with the District's rates, ordinances, rules and regulations as the same may be amended from time-to-time. Applicant will not allow any person or entity to use or commence operation of any part of the Project prior to Acceptance without the prior written consent of the District, which may be conditioned, delayed, or withheld by District for any or no reason.

11. Maintenance of Facilities

District assumes no obligation as to maintenance and operation of the Project until such time as Acceptance occurs; prior to that time, Applicant must at its sole cost and expense maintain the Project in good and working condition.

12. Applicant's Guaranty

- (a) Maintenance: Applicant warrants and guaranties all materials and workmanship furnished to the Project pursuant to this Agreement for a one (1) year period from the date of Acceptance. This guarantee does not excuse the Applicant or Applicant's agents from breaches of contract causing defects that occur or are discovered more than one year after the transfer of the Project.
- (b) Maintenance Guarantee: As a condition precedent to the delivery by District to Applicant of the Notice of Acceptance, Applicant must provide the District with a letter of credit or other security satisfactory to the District ("**Maintenance Guarantee**") in a sum equal to no less than ten percent (10%) of the total costs of the Project, or such agreement satisfactory to the District whereby the Contractor's one-year warranty for all material and workmanship in the Project is assigned to the District and fully binding between the Contractor and the District, for the purpose of warranting all materials and workmanship furnished pursuant to this Agreement for one (1) year from the date of the Notice of Acceptance. This guarantee does not excuse the Applicant from breaches of contract causing defects that occur or are discovered more than one year after the Notice of Acceptance.

Applicant or its surety under the Maintenance Guarantee will repair or replace to the satisfaction of the District any or all Work that may prove defective in workmanship or materials, ordinary wear and tear excepted, together with any other improvements which may be damaged or displaced in so doing.

District may repair or replace, or cause to be repaired or replaced, or any combination thereof, any defective Work not promptly repaired or replaced by Applicant or its surety as required under this Section 12. In such event, Applicant and its surety under the Maintenance Guarantee will be jointly and severally liable to the District for all costs and expenses incurred by District relating to the defective Work, including, but not limited to, all repairs and

PLAN CHECK AND INSPECTION AGREEMENT [Airport Estates]

replacements, management and administrative costs, and engineering, legal and other costs. The District will bill Applicant and the surety for such costs, which bill must be paid within thirty (30) days of its date. Interest will accrue on any late payment at the lower of 18% per annum or the maximum rate then-allowed under the law.

13. Changes in the Project.

If Applicant proposes to change the approved plans and specifications for the Project, it must first obtain the written approval of the District for any such change, which approval may be on such terms and conditions as required by the District.

14. Insurance

Applicant or any Contractor performing any of the Work must, prior to commencing any of the Work, procure and maintain from one or more insurance companies authorized to do business in the State of California with an A.M. Best's rating of not less than A-(IX), "on an occurrence basis", commercial general and automobile liability insurance. The insurance will include but will not be limited to protection against claims arising from death, bodily or personal injury, or damage to property resulting from operations, equipment or products of Applicant or its Contractor or by their employees, agents, consultants, or anyone directly or indirectly employed by any of the foregoing. The amount of insurance will not be less than ONE MILLION DOLLARS (\$1,000,000.00) single limit coverage applying to bodily and personal injury and property damage, or a combination of both.

Such insurance will be primary insurance with respect to the interest of the District, and any other insurance maintained by the District is excess and not contributing insurance with the insurance required hereunder. Insurance provided by Applicant as required by this Section 14 will specifically name the District, its directors, officers, and employees as additional insureds, and will contain an endorsement providing that written notice will be given to the District at least thirty (30) days prior to termination, cancellation, or reduction of coverage in the policies. The commercial general and automobile liability insurance coverage will also furnish the District with certificates of insurance as satisfactory proof that Applicant or Applicant's Contractor carries worker's compensation insurance as required by law and liability insurance in compliance with these requirements.

15. Indemnification and Hold Harmless.

Applicant recognizes and hereby agrees that the District and its directors, officers, employees and agents will not be liable for any injury or death to any person or damage to any property arising from the performance of any Work. Applicant will protect, defend, indemnify and hold the District harmless from any and all claims, causes of action, demands or charges and from any loss or liability, including all costs, penalties, expenses, attorney's fees, litigation costs, and other fees arising out of or in any way connected with the performance or with the failure to perform under this Agreement by Applicant, its officers, employees, independent contractors or agents, including, but not limited to, the construction

PLAN CHECK AND INSPECTION AGREEMENT [Airport Estates]

of the Project. If the District, its directors, officers, employees or agents should be sued as a result of such performance, the District will notify the Applicant, which then will have the duty to defend the District, its directors, officers, employees or agents, or, at the District's option, pay for such defense including, but not limited to, payment of all reasonable attorney's fees and expenses incurred by the District, its directors, officers, employees or agents. This Indemnity and hold harmless will survive the Acceptance.

16. Waiver of Rights.

Any waiver at any time by either Party of all or some of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, will not be deemed to be a waiver with respect to any other breach, default or matter.

17. Amendment

Any amendment to this Agreement will be of no force and effect unless it is in writing and signed by the Applicant and the District.

18. Notices.

All notices, statements, reports, approvals, requests, bills or other communications that are required either expressly or by implication to be given by either Party to the other under this Agreement will be in writing and signed for each Party by such officers as each may, from time to time, be authorized in writing to so act. All such notices will be deemed to have been received on the date of delivery if delivered personally or three (3) days after mailing if enclosed in a properly addressed and stamped envelope and deposited in a United States Post Office for delivery. Unless and until formally notified otherwise, all notices will be addressed to the Parties at their addresses as shown below:

District:

Groveland Community Services District
18966 Ferretti Rd.
Groveland, CA 95320

Applicant:

Mid-Valley Aviation, LLC
2721 Dow Street
Turlock, CA 95382

19. Venue

This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement will be determined and governed by the laws of the State of California. The duties and obligations

PLAN CHECK AND INSPECTION AGREEMENT [Airport Estates]

of the parties created hereunder are performable in Tuolumne County and such County will be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

20. Interpretation of this Agreement.

The Parties acknowledge that each Party and its attorney have reviewed, negotiated and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement or any document executed and delivered by any Party in connection with the transactions contemplated by this Agreement.

21. Agreement Binding

This Agreement will apply to and be binding upon the successors, grantees, and assigns of the Parties, provided, however, that Applicant may not assign any of its rights or obligations under this Agreement without the prior written consent of District, which consent may be withheld, conditioned, or delayed for any or no reason.

22. Headings.

The Section headings used in this Agreement are for reference only, and will not in any way limit or amplify the terms and provisions hereof, nor will they enter into the interpretation of this Agreement.

23. Recitals.

The recitals at page 1 of this Agreement are incorporated herein by this reference and made a part hereof.

24. Representations and Warranties of Applicant.

- (a) Applicant represents and warrants that: (a) it is duly-organized and legally existing under the laws of the State of California and is duly-qualified to do business in the State of California; (b) this Agreement will constitute, legal, valid and binding obligations of Applicant enforceable in accordance with its terms; and (c) the execution and delivery of this Agreement is within Applicant's power and authority without the joinder or consent of any other party and have been duly authorized by all requisite action and are not in contravention of Applicant's contracts, charter, bylaws or other organizational documents.
- (b) Applicant Indemnity. Applicant will defend, indemnify and hold the District harmless against any loss, claim, damage, liability or expense (including, without limitation, reasonable attorneys' fees) arising out of the representations and warranties of Subsection 24(a) above.

**PLAN CHECK AND INSPECTION AGREEMENT
[Airport Estates]**

25. Days.

Unless otherwise specified to the contrary, "days" in this Agreement will mean calendar, not business, days.

DISTRICT:

Groveland Community Services District,
a political subdivision of the State of
California

Dated: _____

By: _____

Name: _____

Title: _____

ATTEST:

Jennifer Flores
Board Secretary

APPROVED AS TO FORM:

Daniel J. Schroeder
District General Counsel

APPLICANT:

Mid-Valley Aviation, LLC
a California Limited Liability Company

By: Jason Johanson

Name: Jason Johanson

Title: member

**PLAN CHECK AND INSPECTION AGREEMENT
[Airport Estates]**

EXHIBIT "A"
REAL PROPERTY DESCRIPTION

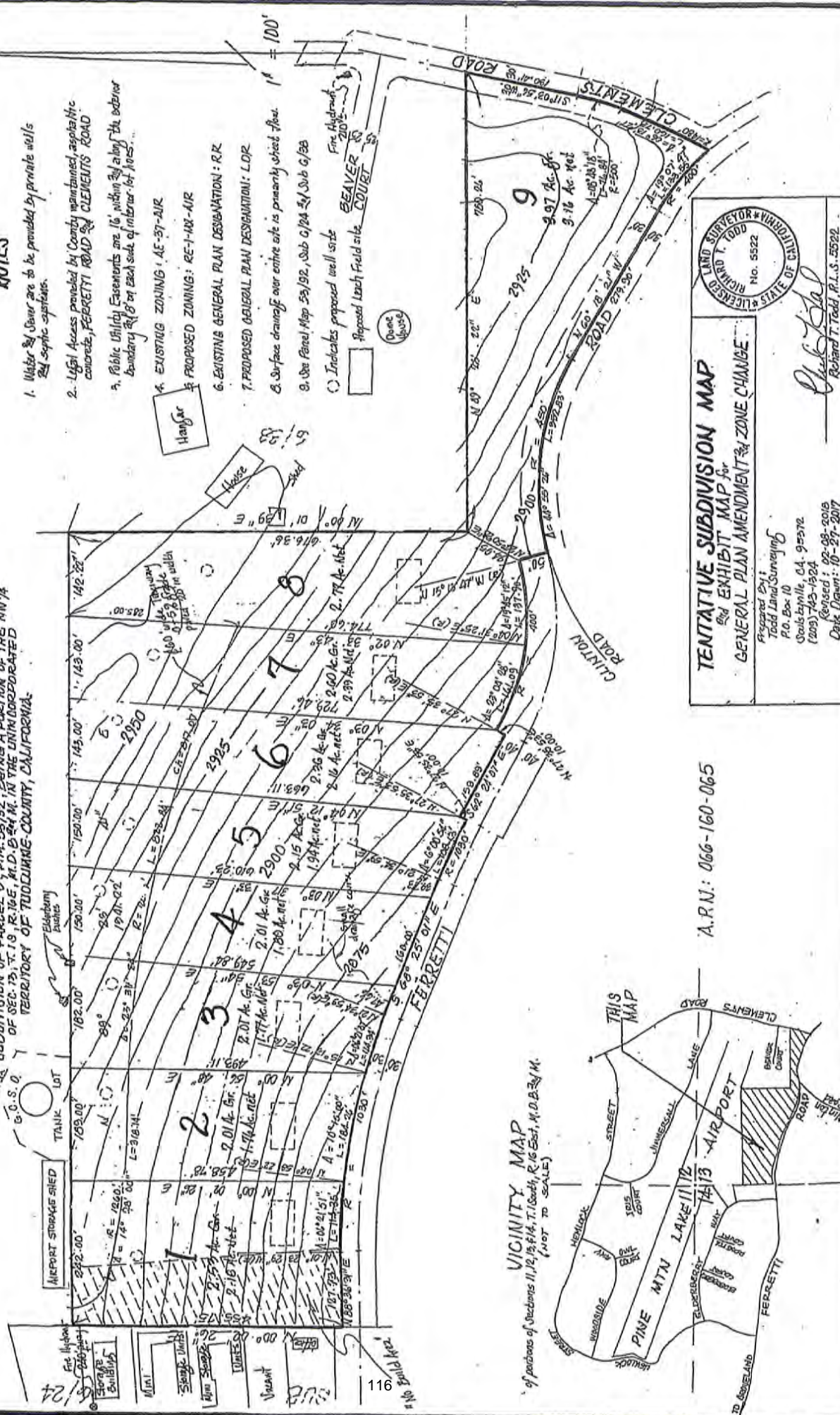
EXHIBIT A
PLAN CHECK AND INSPECTION AGREEMENT

AIRPORT ESTATES

A SUBDIVISION OF PARCEL 9, P.M. 55192, BEING A PORTION OF THE NW 1/4 OF SEC. 13, T. 19, R. 19E, M.D. 8 2/3 M. IN THE UNINCORPORATED TERRITORY OF TULLOCH COUNTY, CALIFORNIA.

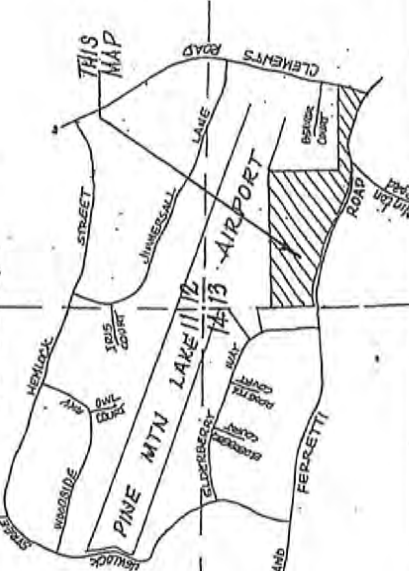
NOTES

1. Water & Sewer are to be provided by private wells by septic systems.
 2. Legal Access provided by County maintained asphaltic concrete, FERRETTI ROAD & CLEMENS ROAD
 3. Public Utility Easements are 16' within 34' a long the exterior boundary 34' @ each side of interior lot lines.
- A. EXISTING ZONING: AE-37-AIR
 B. PROPOSED ZONING: RE-1-HR-AIR
 C. EXISTING GENERAL PLAN DESIGNATION: R.R.
 D. PROPOSED GENERAL PLAN DESIGNATION: LOR
- Surface draft of over entire site is primarily about 1" = 100'



VICINITY MAP
(NOT TO SCALE)

of portions of Sections 11, 12, 13, 14, T. 19 S. 19 N., R. 19 E., M. D. 8 2/3 M.



A.R.N.: 066-160-065

TENTATIVE SUBDIVISION MAP
 and EXHIBIT MAP for
 GENERAL PLAN AMENDMENT & ZONE CHANGE



Prepared by:
 Todd Land Surveying
 P.O. Box 10
 Swainsboro, GA 30576
 (706) 745-1924
 Revised: 02-08-2016
 Date Drawn: 10-27-2017

Richard T. Todd
 Richard T. Todd, R.L.S. 5522

RESOLUTION 34-2020

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A
PLAN CHECK AND INSPECTION AGREEMENT FOR THE CONSTRUCTION OF
WATER SYSTEM IMPROVEMENTS TO SERVE THE AIRPORT ESTATES
DEVELOPMENT**

WHEREAS, MidValley Aviation has entered into Advance Funding and Annexation agreements with the District for the annexation of the subdivision lots and the receipt of District services thereon; and

WHEREAS, the Applicant wishes to enter into the next phase of design and construction of infrastructure to serve the lots, which service can be provided upon successful annexation and compliance with all terms and conditions of the agreements with the District; and

WHEREAS, the District Plan Check and Inspection Agreement has been prepared and is attached hereto.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve the Plan Check and Inspection Agreement with Mid Valley Aviation for the Construction of Water System Improvements to Serve the Airport Estates Parcels (Development).

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on July 14, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on July 14, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 6F: Adoption of a Resolution Requesting the Tuolumne County LAFCO Take Proceedings for the Annexation of the Airport Estates Subdivision Parcels to the Groveland CSD

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to approve Resolution 35-2020 requesting the Tuolumne County LAFCO take proceedings for the Annexation of the Airport Estates Subdivision Parcels to the Groveland CSD.

BACKGROUND:

In May 2020, the District entered into an annexation agreement with Mid Valley Aviation for the annexation of properties known as Airport Estates. The annexation agreement contemplated the District taking the lead role in the annexation process, and the first step is the submittal of an annexation application form and annexation resolution. Once approved, all documents will be submitted to LAFCO for processing.

ATTACHMENTS:

Annexation resolution

FINANCIAL IMPACT:

No cost to the District as all expenses are paid by the applicant

RESOLUTION 35-2020

RESOLUTION REQUESTING THE LOCAL AGENCY FORMATION COMMISSION OF TUOLUMNE COUNTY TO TAKE PROCEEDINGS FOR THE ANNEXATION OF THE AIRPORT ESTATES SUBDIVISION PARCELS TO THE GROVELAND COMMUNITY SERVICES DISTRICT

WHEREAS, the Groveland Community Services District (“District”) desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the Airport Estates; and

WHEREAS, the territory proposed to be annexed to Groveland Community Services District and a map description of the boundaries of the property is set forth in Exhibit A attached hereto and by this reference incorporated herein; and

WHEREAS, this proposal is consistent with the sphere of influence of the district and will not require sphere amendments; and

WHEREAS, it is desired to provide that the proposed reorganization be subject to the following terms and condition:

All costs incurred to complete the annexation including but not limited to Tuolumne County LAFCO and the State Board of Equalization be borne by the property owners.

All design, permitting, construction and inspection costs shall be borne by the property owners.

WHEREAS, the reasons for the proposed annexation is as follows;

The annexation of the Airport Estates property will allow the District to provide public water and sewer services to an area that has no other means of acquiring such services. The District has both water and sewer infrastructure in place in the vicinity of the subject property. Annexation to the Groveland CSD is required to allow for the extension of the water and sewer service to the property.

WHEREAS, this Board certifies that pursuant to Section 99(b) of the Tax and Revenue Code that:

The District is in consensus with the tax formula as expressed by the Tuolumne County Board of Supervisors master tax agreement.

WHEREAS, this Board certifies that, pursuant to Section 56663 of the Government Code:

Due to the fact that the property in question is currently uninhabited, the property is controlled by multiple owners whom have consented in writing, the District wishes to waive the notice and hearing and (or) election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Groveland Community Services District that the Local Agency Formation Commission of Tuolumne County is hereby requested to take proceedings for the property as listed in Exhibit A according to the terms and conditions stated above in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

BE IT FURTHER RESOLVED that the General Manager is hereby directed and authorized to sign all document and take all actions necessary to complete the annexation.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on July 14, 2020.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 23, 2020

SUBJECT: Agenda Item 6G: Consideration of a Communications Partnership Arrangement with Internet Service Provider Cal.net Related to Use of District Facilities and Provision of Broadband Internet Services to the Communities of Groveland and Big Oak Flat Including District Facilities

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to authorize the General Manager to finalize the partnership arrangement with Cal.net, authorize the installation of an initial antenna site at Tank 2, negotiate and develop a lease agreement for execution by the Board.

BACKGROUND:

In May 2020, the Board directed management to begin evaluating the possibility of providing more reliable and fast broadband internet in the GCSO. The day after the Board meeting, County Supervisor-elect Kathleen Haff put the district Wayne Collins from the internet service provider Cal.net; who just happens to have grant funding available to install broadband equipment in the Sierra Nevada region. Cal.net expressed immediate interest in enhancing services in Groveland, and wishes to enter into a partnership agreement with the District where we receive high-speed, reliable broadband internet for all district purposes, allowing the installation of antenna equipment on District properties.

Attached hereto is the draft partnership proposal that lays out the basic terms of the arrangement. Mr. Collins will attend the meeting via Zoom to present the proposal and answer questions. Should the Board approve, we would like to allow Cal.net to begin planning and permitting (if needed) the installation of an initial antenna on the Tank 2 site, so that we can immediately upgrade our internet service at the District office. A lease agreement will be executed before long term occupancy of the site is allowed. The lease agreement will be finalized for Board approval in August or September 2020, depending on the time for finalizing the partnership terms and legal review.

This discussion today is intended to make the Board and public aware of the status and direction of the partnership, and we should refrain from any negotiations publicly as they should be done in closed session. The ultimate goal of this arrangement is to cover the maximum area of GCSD with high speed internet, with all district pump stations, treatment plants, park, fire station and offices connected as well.

ATTACHMENTS:

Cal.net initial draft proposal

FINANCIAL IMPACT:

None at this time.

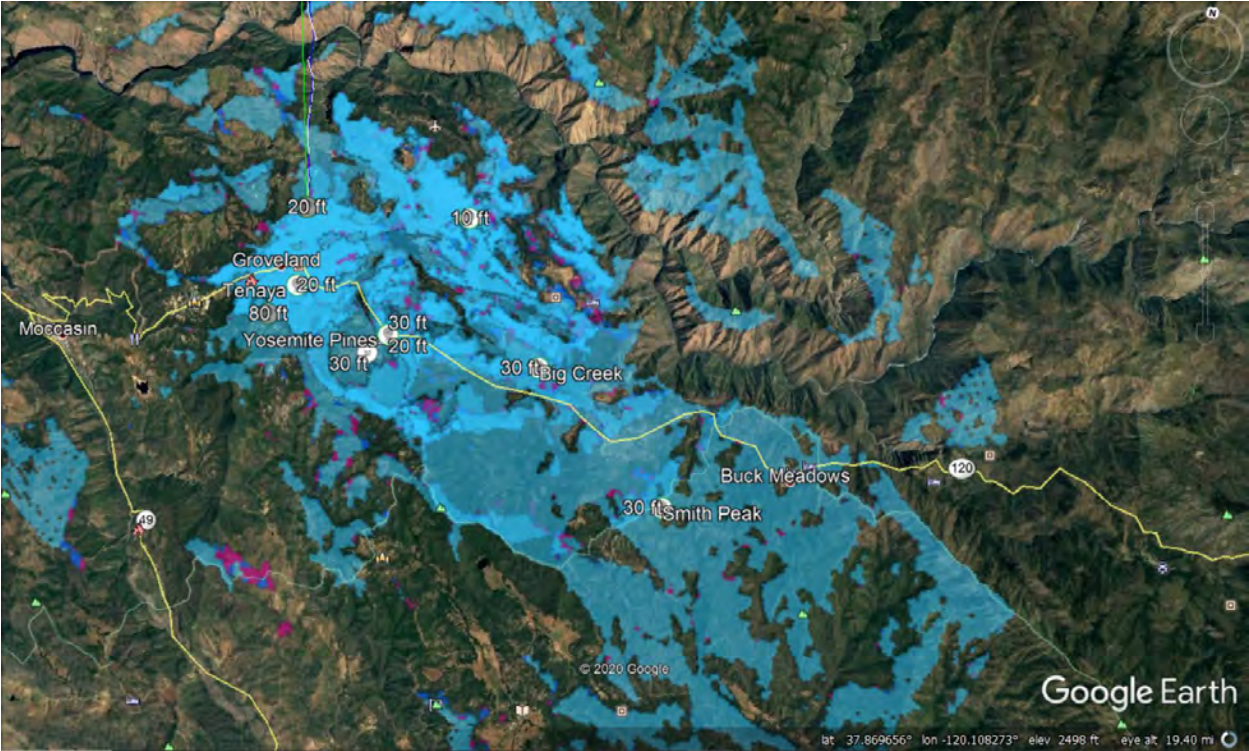
GCSD Project Proposal

Overview

This project was initiated by both parties. GCSD needs connectivity to their various sites, and current providers are failing to serve the organization. Additionally, this project will provide Internet for the underserved Groveland area at large, which has been a goal of our organization for some time. Cal.net has been in the process of planning service delivery to the area via our grant award for a couple of years. This project has been in the works for 6 years. We initiated this process when we found out the need was being discussed in GCSD board meetings trying to bring better broadband service to Groveland. This gave us the opportunity to explore a relationship with GCSD.

The catalyst for this relationship has been the SIP (Shelter in place) which all ISP's have seen a huge increase in bandwidth. Some who were not prepared, have had capacity issues crippling their ability to serve their customers. Cal.net was able to mitigate the situation because we over built capacity into our network, for expansion and to ensure a high quality of service. Our organization was awarded grant funding over the other providers in the area because we have a history of successfully building in difficult to serve rural communities.

Future Groveland Coverage Map



**This image was generated by software that predicts our ability to serve consumers in an area. This estimate accounts for terrain. Tree's and buildings may still inhibit our ability to reach a location.*

How will a partnership with Cal.net work?

Whatever infrastructure Cal.net builds on GCSO property we will use exclusively. No other provider should have access or be able to mount equipment on any tower, mount, box, or equipment without permission from Cal.net. In the case that GCSO would like to place equipment on a Cal.net tower or mount we would provide the staff to do the installation. If GCSO has an emergency climb, Cal.net would have to bill for that service. If by chance it aligns with work we already have planned, we do not usually bill for our time in these circumstances, we only provide this opportunity to partners.

Cal.net will compensate GCSO for the right to use their property, by providing a high availability service network to run the GCSO business and future VoIP services on. This includes a private network over our infrastructure to communicate with your various tanks and facilities. These nodes will still require GCSO to invest in a VPN solution to encrypt your traffic and connect it back to your main office securely, but Cal.net will handle the data transport to each point GCSO needs to monitor. Since each GCSO site will become a major hub on our network each will be monitored and dispatched 24/7. As GCSO's needs change Cal.net will continue to support our partner to help you achieve your goals.

To start, for every two facilities Cal.net utilizes we will provide you an additional connection circuit to a site we do not utilize, but GCSO still needs connected. For the seven sites we have planned Cal.net will provide a connection up to 4 (we round up) additional sites at no cost to GCSO. This includes business class Internet service, priority support, and installation for those sites. For your information, our monthly would be \$160 for the service per site, priority support is \$15 per site, and standard installation would be \$200 per site. The total monthly if we had the 4 additional sites connected would be \$1925. With an initial installation cost of \$2,200. These costs Cal.net will exchange for the privilege to use GCSO property to deliver service to the consumer base in Groveland.

Bandwidth available for GCSO use will be determined by site. Some sites may require camera bandwidth which would be considerably more than just monitoring control systems. Each site will have ample bandwidth set aside for the GCSO's operation. Most of the sites will need less than 25Mbps which will be the minimum download available to your sites. If there is a site that requires more up than down for example at the GCSO headquarters then we can address those needs site by site and make adjustments to the connections as needed.

Cal.net would like to offer to GCSO the option to use our VoIP service at no charge. Our published monthly cost for your system would be \$220 monthly. We can add this down the road when the GCSO contract with Mitel expires.

How do we achieve our goals?

Cal.net has a relationship with TUD which we will leverage to bring the initial bandwidth into Groveland. The first site we will need to build is going to be the GCSO Tank 2 on Jones Hill Ct. This will allow us to bring a high availability wireless solution and begin serving consumers almost immediately. Cal.net would need to setup a temporary\permanent ballast tower at 80 feet and a cabinet to store the ground equipment in. The size of this footprint is approximately 12ftX12ft. This service point will allow us to

connect the GCSD offices and the other GCSD infrastructure visible from this site. If the 2ftX3ft cabinet cannot be installed on the foundation, then we will need space adjacent to the tower to place it.

The next two sites we will need to build out are the airport, Tank3 and Tenaya, Tank 1. After these builds are complete much of GCSD's infrastructure will be able to have Cal.net service. At the airport Cal.net would like to utilize the utility pole instead of building a tower immediately. This will allow us the ability to serve customers quickly. We would use a prefabricated cabinet foundation so if we did upgrade the site it could be repurposed. Cal.net would like to connect our power to the GCSD infrastructure at the airport. For the Tenaya site Cal.net can quickly establish service by utilizing non penetration magnetic mounting hardware built for securing to large steel structures. This site we would want to install a generator for backup power shortly after it is online. We would need space on the ground to place our standard cabinet and generator. The cabinet size is approximately 2ftX3ft, the generator would be 3ftX4ft and the fuel tank 3ftX3ft.

Tank 3 will be necessary to tie the tank at the old highway 120 site. This site we did not visit but from our knowledge of the area we would likely need to place a 60ft ballasted tower to achieve our service delivery goals. If the top of the tank does not achieve our goals. This site will require a cabinet and likely we would want to add a generator down the road if one is not on site already.

At the Vernal site Tank 5, Cal.net will need a full build to serve consumers and GCSD. The site would need a temporary\permanent tower of approximately 60 feet to achieve our goals. The base of this tower is about 8ftX8ft. We will need space to place a cabinet. If we decide to use the fiber available at this site instead of another, we will likely want to install a backup generator here too. Same as the footprint above.

Once we add the Tank 3 site to our network, that will become the connection point for the Old Highway 120 tank. We would be installing a small consumer service point at the Highway 120 facility. We would like to utilize the backup power available at this site for power also.

One of the sites we had identified for our grant was the Smith Peak Lookout tower. This site will be necessary to reach the Big Creek facility. The Smith Peak site already has an abandoned mast tower that we plan on using. This site we will be installing a generator for backup power and a utility box to hold equipment. We will likely install a small service point at the Big Creek facility to bring service to the 30 or so consumers near that facility. This would be a small footprint site; the equipment storage needs are minimal. We would like to connect to GCSD backup power at that facility. We have a meeting on 6/12 about how to move forward on Forest Service Lands.

After this phase we would like to evaluate each site we connect to see if there is an adjacent consumer base needing broadband service. If there is a need, we would like to be able to phase these smaller pop sites into the network. We will not be able to fully evaluate this need until we begin to serve the Groveland Community.

Funding

Cal.net has been working with the Central Sierra Connect Broadband Consortium for almost 6 years to bring service to un-served census blocks in 6 counties in the Sierra's. We are currently working on the Tuolumne\Mariposa legs of this grant project. Cal.net has already secured private funding to facilitate our portion of grant. We also have funding that buttresses the CASF funding from the FCC to serve underserved census blocks in a larger area of California. There are already funds designated from both these grants to provide services in Groveland.

Conclusion

At Cal.net we like to think that we excel at building mutually beneficial relationships with business and agencies in our service area. We know the value of having partnerships with open lines of communication and that is our goal here. Cal.net is the next generation of Internet utility, the technologies we will be deploying in the future will compete wirelessly with the gigabit wireline solutions on the market today. We have a lot of work to do to accomplish all our goals in Tuolumne County, and this GCSD partnership goes along way to making broadband service available to all residents in this amazing place to live.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer L. Flores, Administrative Services Manager

DATE: July 14, 2020

SUBJECT: Agenda Item 6H: Presentation and Proposal on the PHI Cares Membership Program Offered by PHI Air Medical, who Provides Emergency Medical Air Transportation Services

RECOMMENDED ACTION:

Staff recommends the following action:

For information and potential staff direction only at this time, no action required.

BACKGROUND:

(Excerpt from PHI Proposal) PHI Air Medical is offering District customers, through GCSB, a special rate to cover residents through PHI Cares, the membership program of PHI Air Medical. All standard terms and conditions of the National benefits of the PHI Cares program shall be applicable to District customers, and their household dependents except as otherwise set forth in the service agreement between the two parties. In the event PHI Air Medical transports, a qualified Groveland household resident originating in Groveland or Tuolumne County, they will not be responsible for any out of pocket costs for their medical air transport. The PHI Cares membership will cover all out-of-pocket expenses for emergency medical transport, including any co-pay or deductible expenses for a Groveland resident, if they are transported by PHI Air Medical.

(GCSB staff Comments) Billing customers for this service on their water bill is legally problematic, so an alternative collection/payment method will be required and all customers would need to be able to opt out of the program if desired.

ATTACHMENTS:

1. PHI CARES Benefit Proposal
2. PHI CARES Medical Update Slide

FINANCIAL IMPACT:

Membership Fee: The annual membership benefit fee will be \$6.00 per household for 3,500 household memberships (\$21,000.00 total) if paid by one check annually or \$9.00 per household if paid monthly (seventy-five cents per water meter, per month).



PHI Air Medical Update

Groveland Community Services District

June 2020

PHI Air Medical Serving Tuolumne County

- PHI, Inc. began in 1949 in the offshore oil and gas industry.
- In 1981 PHI expanded to Air Medical Services.
- PHI has been in Tuolumne County since 2001.
- PHI Air Medical provides air medical services, and outreach education to local communities and leading healthcare systems.





BEYOND THE CALL

PHI Air Medical Profile

Company Website:	https://www.PHIAirMedical.com
Headquarters:	Phoenix, Arizona
Aircraft Fleet:	90 + Helicopters and Fixed Wing
Employees	1,600 +
Membership Bases	60
Total Bases	83
Membership Program:	“PHI Cares”
Membership Website:	https://www.phicare.com



Our Base and Flight Crew

Each base is staffed 365/24/7 with highly trained and experienced staff, including:

- Paramedic – FPC
- RN – CFRN
- Pilot
- Mechanic
- Medical Director



Medical & Safety Equipment

- Medicine
- Transport Ventilator
- IV Pumps
- Fetal Monitor/EFM
- Whole Blood, Plasma & TXA
- Night Vision Goggles



Types of Patients Typically Transported

- Traumas
- Cardiac/Heart Attacks
- Strokes/Neuro
- High Risk OB
- Burns
- Pediatric/NICU



Coordination of Patient Destination

- Appropriate Facility for the Patient's Condition
- Patient Preferences
- Weather Conditions & Range-IFR



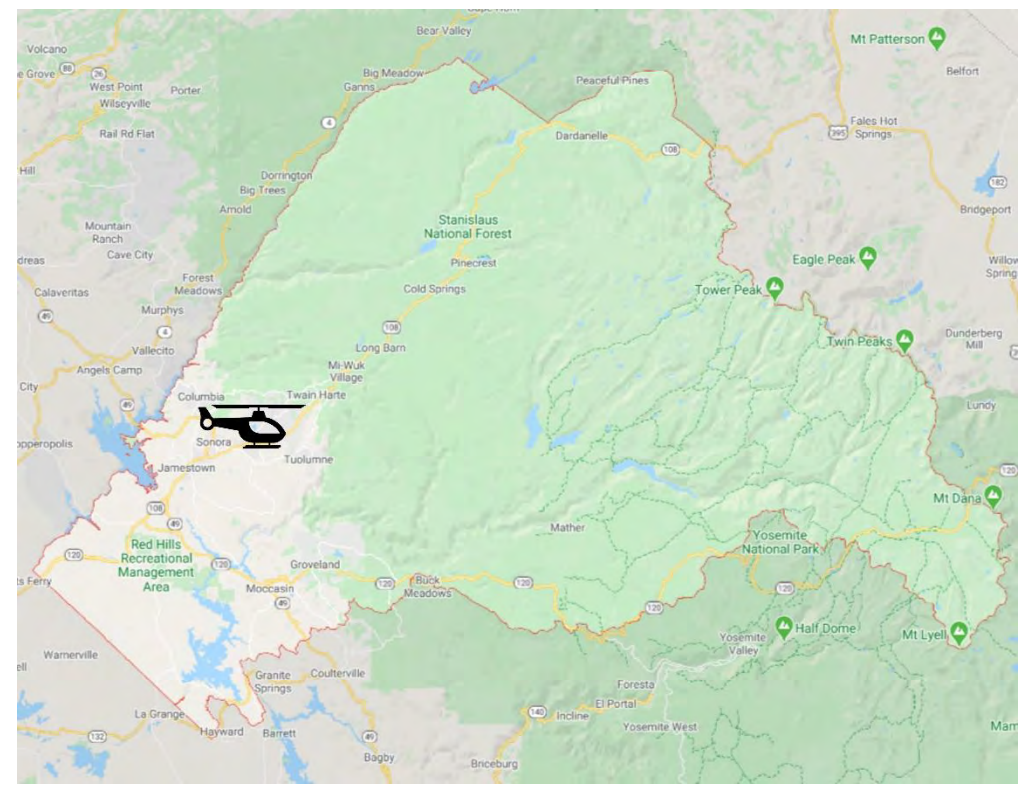
California PHI Air Medical Bases

4 Helicopters

- Distance 200 mi
 - Sonora
 - Modesto-IFR
 - Redding-IFR
 - Susanville

1 Fixed Wing Airplane

- Distance 600 mi
 - Redding



Air Medical Transport Overview

- 550,000 + air ambulance flights every year
- 1,506 per day
- 63 flights every hour
- 1 flight every minute





PHI Cares Membership Benefits

- No out-of-pocket expenses when a Groveland participating resident is transported from anywhere within Tuolumne County by PHI.
- All co-pays, deductibles and out-of-pocket expenses are covered, regardless of insurance or not.
- No limit to the number of times a resident can be transported by PHI.
- No financial coverage limitations.
- Rate is based on the 3500 households.
- Each household can upgrade to national coverage for an additional \$35.00 per household/ year.



BEYOND THE CALL

WORTH EVERY MINUTE.

We've got you covered when you need medical care in a hurry.



A service of PHI Air Medical





Thank You!

Brian Coutts

Director of Sales

bcoutts@phiairmedical.com

602-224-3562

Jennifer Holly

Air Medical Base Manager-Sonora

jholly@phiairmedical.com

209-536-6562

Jillian Manley

Membership Specialist – California

jmanley@phiairmedical.com

209-768-4160



June 4, 2020

Groveland Community Services District
Pete Kampa
General Manager
P.O. Box 350
Groveland, CA 95321

PHI CARES MEMBERSHIP BENEFIT PROPOSAL FOR GROVELAND, CA.

Introduction: This proposal is made by and between PHI Air Medical and Groveland, CA on June 4, 2020. PHI Air Medical provides medically necessary emergency medical transportation and membership benefits through the PHI Cares membership program.

Purpose: PHI Air Medical is offering Groveland, CA a special rate to cover your residents through PHI Cares, the membership program of PHI Air Medical. All standard terms and conditions of the National benefits of the PHI Cares program shall be applicable to Groveland, CA and their household dependents except as otherwise set forth in the service agreement between the two parties.

In the event PHI Air Medical transports a qualified Groveland household resident originating in Groveland, CA or Tuolumne County, they will not be responsible for any out-of-pocket costs for their medical air transport. Your PHI Cares membership will cover all out-of-pocket expenses your emergency medical transport, including any co-pay or deductible expenses for a Groveland resident, if they are transported by PHI Air Medical.

Membership Fee: For and in consideration of the services described above, the annual membership benefit fee will be **\$6.00** per household for **3,500 household memberships (\$21,000.00 total)** if paid by one check annually **or \$9.00** per household if paid monthly (seventy-five cents per water meter, per month). Groveland Community Services District will facilitate this program through a water-billing process. Groveland may offer their customers an OPT-OUT membership benefit for their water billing customers at a rate of \$0.75 cents per month and will remit to PHI Cares \$0.50 cents per month, for each participating household. Groveland will be required to provide PHI with a monthly Check and Roster of participating households, which will include the Primary Household Name and Address for each participating water bill customer. PHI will provide Groveland with 3,500 Membership stickers which will be distributed by Groveland to their water bill customers.

Terms of Proposal: This proposal is valid through **July 31, 2020**. A service agreement will be issued once the proposal is accepted.

Thank you for your consideration of this important benefit for the residents of Groveland, CA.

Sincerely,

Brian Coutts

Brian Coutts
PHI Air Medical
Program Director - National Membership Sales
2800 N. 44th Street, Ste. 800, Phoenix, AZ 85008
Office: 602.224.3562 / Mobile: 480.510.2945
bcoutts@phiairmedical.com