

AGENDA

April 11, 2023

10:00 a.m.

Location: 18966 Ferretti Road, Groveland
CA 95321

MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT DISTRICT OFFICE OR VIA VIDEO CONFERENCE AS DETAILED BELOW:

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Computer, tablet or smartphone: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/7688070165> 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. The Board President will also public comment to be made verbally prior to consideration of each agenda item, and will explain the procedure for making verbal comments during the meeting. 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 Rachel Pearlman, Board Secretary, at least 48 hours before a regular meeting at (209) 962-7161 or rpearlman@gcsd.org. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA MATERIAL:

Physical copies of agenda material will not be available at the meeting. All agenda material can be accessed on the District Board Meeting Webpage at <https://www.gcsd.org/board-meetings-meeting-documents>. Physical copies can be obtained through the District office once made available.

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.

AGENDA

April 11, 2023

10:00 a.m.

Location: 18966 Ferretti Road, Groveland CA 95321

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Nancy Mora, President
Janice Kwiatkowski, Vice President
John Armstrong, Director
Spencer Edwards, Director
Robert Swan, Director

1. Authorization from the Board of Directors to Permit Director Kwiatkowski to Attend Meeting Remotely Under AB 2449 “Just Cause”

2. Approve Order of Agenda

3. 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.

4. 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. CERT Report
- iii. General Manager’s Report
- iv. Operations Manager’s Report
- v. Administrative Services Manager’s Report

B. Proclamations

- i. Recognition of Steve Rogers for his 2 Years of Service to the Groveland Community Services District

5. Consent Calendar

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

- A. Approve Minutes from the March 14, 2023, Regular Meeting

B. Accept March 2023 Payables

C. Waive Reading of Ordinances and Resolutions Except by Title

6. 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.

7. Discussion and Action Items

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

- A. Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Replacement of the District Accountant Position with a Finance Officer Position and Related Salary Range
- B. Discussion and Recommendation Regarding Social Media Platforms
- C. Adoption of a Resolution Approving a Social Media Policy
- D. Adoption of a Resolution Amending the Compensation of Board Members Policy
- E. Adoption of a Resolution Amending the Claims Against District Policy
- F. Adoption of a Resolution Amending the Water Leak Adjustment Policy
- G. Adoption of Resolution Designating the Applicant's (District's) Agent for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies
- H. Adoption of a Resolution Approving the Hardrock Groundwater Test Well Project and Authorizing Public Bidding
- I. Discussion and Board Approval for District Staff to Submit an Application to the Clean California Local Grant Program Cycle 2 for the Lower Park Improvements and Beautification
- J. Adoption of a Resolution Approving the Proposal from WRT for Groveland Asset Rehabilitation and Beautification Project Design Assistance and Bid Support

8. Adjournment

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

18966 Ferretti Road Groveland, CA 95321

Staff Report
April 1, 2023

To: Board of Directors

From: Mario Torres, Battalion Chief
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – March 1, 2023 – March 31, 2023

Operations:

On March 1, 2023, at approximately 8:44 AM, GCSD Engine 781 was dispatched to a possible tree falling on a house at the 11000 block of Valenta Road. Upon arrival E-781 found the road unplowed, and the crew had to hike in to the home. The sound that the homeowner heard was not a tree falling on the home, it was the roof collapsing on the detached garage due to snow load. The garage was unoccupied at the time, and the utilities to the garage were shut off.



Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1995 International Model 15	In Service
Utility 786	2008 Chevrolet 2500	In Service

Training:

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

- Report on Conditions
- Pumping
- Ladders
- Lucas
- Tourniquet

Fire Chief's Report
March 1, 2023
Page 3 of 3

Fire Department News:

Water started leaking from the new plymovent ducting during the recent rain events. Air Exchange Inc. covered the repairs under their warranty. They resealed the roof penetration and addressed some flashing concerns on March 24, 2023.



MONTH - March 2023

STATION 78

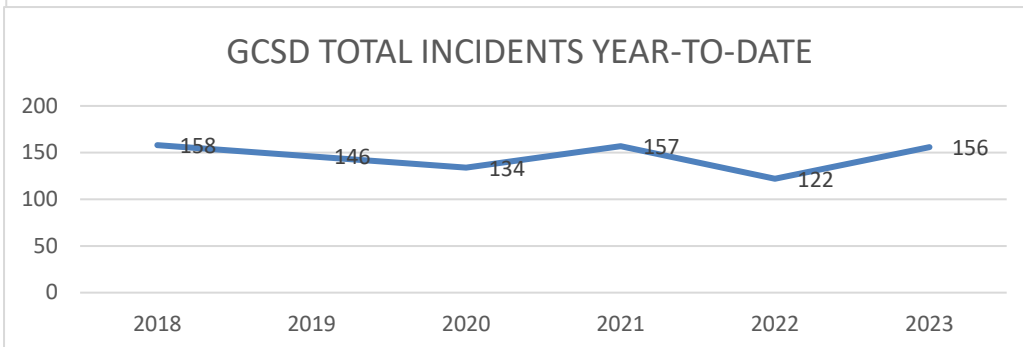
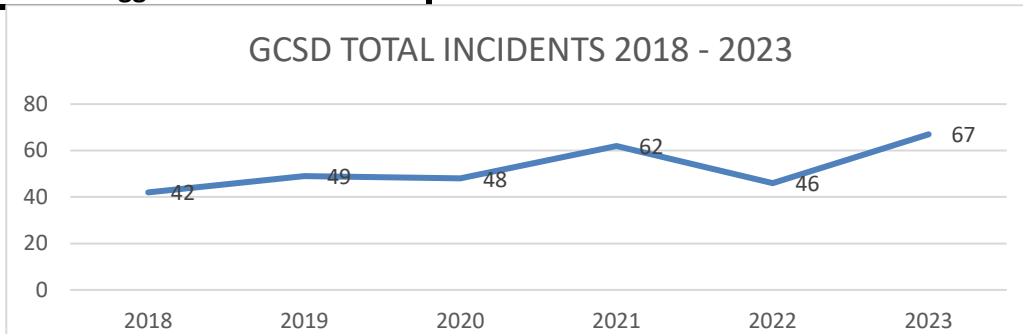
Alarm Sounding	3
Odor Investigation	2
Debris Fire	0
Medical Aid	41
Fire Menace Standby	9
Fire Other	0
Haz Mat	0
Landing Zone	0
Plane/Heli Crash	0
Public Assist	12
Smoke Check	0
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	0
Vehicle Accident/Pin in	0
Vehicle Fire	0
TOTAL	67



Auto Aid	Given
Tuolumne County	0
TCFD E-631: 19 calls	

ALS	
Yes	No
18	18

Last Call Logged Run # 4187



Report to GCSO Board for April 2023

- GCERT has 25 participants, 21 inquiring people and 12 fully certified members.
- GCERT has notified FD that our Firefighter Rehab vehicle is operational. It has been outfit with all the necessary equipment to Go Live. (Funded by Adventist Health Grant) GCERT is also available for Traffic Control deployment.
- GCERT Len Otley is our Training Officer. The next training is in April 21-23 TC EOC.
- GCERT assisted the PMLA Safety Committee in developing evacuation maps for PML and the Greater Groveland area. They have been approved by TCSO and TCOES. These are live on PML website. What is needed to add to GCSO website?
- GCERT participated in a CHP conducted traffic control workshop March 25th 9am to noon. We would like to thank GCSO for supporting this event.
- GCERT is partnering with PML Safety Committee for a Personal Preparedness Workshop for Seniors at Little House on May 5th.
- Groveland CERT will partner with the Pine Mountain Lake Safety Committee to offer at least one Fire Preparedness Workshop in Q2. Between the 3 workshops in 2022, nearly 100 local folks have participated.
- GCERT is partnering with PML S&SC to provide First Aid/CPR/AED training June 3.
- GCERT attended the April 6th meeting of the TC Health Care & Safety Coalition meeting.
- The GrovelandNET is a community radio communications network utilizing FRS radios. These are about \$30 each, require no license, would be in typical use throughout Groveland/BOF. Additionally, a few GMRS would be used to communicate outside the area on to Sonora OES using repeaters. These are more expensive, require a license & training. GCSO would implement a Base Station.

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 3Aiii. General Managers Report

Overview

Highlights for the period of March 14, 2023 to April 11, 2023 include the following, with additional information provided verbally and in attachments:

- Developed the draft Clearwell project construction contract change order to document the addition of the Tank 5 floor replacement, waiver of liquidated damages and contractor relinquishment of claims. The change order has not yet been signed by the contractor.
- Working with the Tuolumne County Resource Conservation District for the installation of a Drinking water filling station at the District office, funded by grants received through the IRWM. The station will accept payment cards and allow for filling all sorts of jugs and bottles, as well as an overhead fill pipe for tank trucks.
- Staff is preparing for water agreement negotiations with the CCSF, which we hope to begin in May 2023.
- Reviewed in detail the Advanced Clean Fleet regulations being prepared by the California Air Resources Board (CARB), which are expected to be adopted at their next meeting. I have prepared a document containing relevant sections of the regulation and other referenced laws and regulations, attached.
- Reviewed HR 1586 which was being proactively prepared by US Representative Doug LaMalfa to allow for the continued use of fire retardant when environmental groups threatened lawsuits which would require environmental review and permitting prior to retardant use, which we know is impracticable

ATTACHMENTS

1. Clearwell Agenda
2. Sewer Project Agenda
3. CARB regulation overview (CSDA memo and GCSB)
4. Support for HR 1586, Forest Protection and Wildland Firefighter Safety Act of 2023

**GROVELAND COMMUNITY SERVICES DISTRICT
BIG CREEK AND SECOND GARROTTE CLEARWELLS REHABILITATION
PROJECT
CONSTRUCTION PROGRESS MEETING**

April 3, 2023 @ 8:30 AM

AGENDA

- I. INTRODUCTIONS
- II. CONSTRUCTION PROGRESS SNAPSHOT
 - a. Total Project Cost (Contractor) \$3,118,200.00
 - b. Total Funding Agreement (Total Project) \$3,954,200.00
 - c. Budget Spent to Date (Contractor) \$3,098,386.31
 - d. Budget Spent to Date (Total Project) \$3,652,115.92
 - e. Total Project Contingency \$361,000.00
 - f. Contingency Used to Date \$125,932.61
 - g. Percentage Funding Used to Date (Contractor) 99.4%
 - h. Percentage Funding Used to Date (Total Project) 92.4%
 - i. Percent Contingency Used to Date 34.9%
 - j. Days for Completion 141 Working Days
 - k. Elapsed Days 317 Working Days (March 18, 2022)
 - l. Weather Day 4 Weather Day
 - m. Remaining Days -172 Working Days
- III. CONSTRUCTION SITE REPORTS
 - a. Progress to Date
 - b. Contractor (1-MONTH LOOK AHEAD)
 - i. Chris Erb (Vice President)
 - ii. Completion of Construction Inspection to occur May 2, 2023.
- IV. CHANGE ORDERS
 - a. Groveland CSD Contingency Used
 - i. Labor, Material and Equipment costs for valve/piping replacement at Butler Way Pump Station – Moyle (\$16,034.80)
 - b. Pending Change orders
 - i. Pending Change Order No. 20 – Second Garrotte interior insulation removal (7,321.39 and 0 working days) (Service Master Sierra)

- 1. Depending on available funds after Tank 5 Improvements
(Included in available funds calculation)
 - ii. Pending Change Order No. 21 – Second Garrotte interior insulation replacement (14,000.00 and 0 working days)
 - 1. Depending on available funds after Tank 5 Improvements
(Included in available funds calculation)
 - iii. Pending Change Order No. 22 - Butler Way Pump Station Pavement Replacement (\$24,717.23 and 0 Working Days)
 - 1. Depending on available funds after Tank 5 Improvements
- c. Fully Executed
 - i. Change Order No. 1 – Additional Structural Repairs in Big Creek Clearwell (\$33,217.80 and 8 Additional Working Days)
 - ii. Change Order No. 2 – Relocation of ARV to Adjacent Wye Fitting at Butler Way Pump Station (No Cost and 2 Additional Working Days)
 - iii. Change Order No. 3 – Installation of Insulation in Both the Big Creek and Second Garrotte New Electrical Cabinets (\$953.00 and No Working Days)
 - iv. Change Order No. 4 – Inspection Sand Blast (Time & Material) (\$46,457.90 and 4 Additional Working Days)
 - v. Change Order No. 5 – Addition of Inlet ARV at Butler Way Pump Station (\$2,116.00 and 1 Working Day)
 - vi. Change Order No. 6 – Upgrade of Pressure Transmitter at Butler Way Pump Station (\$3,832.50 and 0 Working Day)
 - vii. Change Order No. 7 – Additional Communications Between Tank1 and Butler Way Pump Station (\$5,637.45 and 1 Working Day) (Pending Contractor Execution)
 - viii. Change Order No. 8 – Additional Big Creek Punch List Items (\$10,800 and 1 Working Day)
 - ix. Change Order No. 9 – Additional Work at Butler Way Pump Station (Discharge Piping) (\$2,837.44 and 1 Working Day)
 - x. Change Order No. 10 – Additional Work at Second Garrotte for surface preparation and coating of exterior influent/effluent pipelines (T&M) (\$7,500.00 and 3 Working Day)
 - xi. Change Order No. 11 – Credits for Butler Way Pump Station (Gate Valve/Pressure Transducer) (-\$3,454.28 and 0 Working Day)

- xii. Change Order No. 12 – Tank 5 Bolted Steel Storage Tank Floor Replacement (\$265,000.00 and 567 Calendar Days (Substantial Completion)/249 Calendar Days (Completion of Construction)) (Sent District 3/13/23)

- d. Denied

- i. Pending Change Order No. 1 – Oil in Tank (\$48,539.00 and 14 additional Working Days)
- ii. Pending Change Order No. 6 – Lid Pin Holes Repairs (\$14,200 and 2 additional Working Days)
- iii. Pending Change Order No. 11 – Oil Removal from Big Creek Clearwell Baffles (\$39,078.00 and 7 Working Days)
- iv. Pending Change Order No. 15 – Oil in Second Garrotte Clearwell (\$22,000 and 4 Working Days)
- v. Pending Change Order No. 16 – Oil in Second Garrotte Clearwell Baffles (\$10,600 and 2 Working Days)
- vi. Pending Change Order No. 18 – Additional Endura flex Coating Expenses (\$72,450.00 and 0 additional Working Days)

- V. SUBMITTAL REVIEW

- a. Approved Submittals
 - i. Submittal No. 1 – 44
- b. Remaining Submittals
 - i. None

- VI. REVIEW RFI LOG

- a. Responded RFI's
 - i. RFI No. 1 – 37
- b. Pending RFI's
 - i. None

- VII. Claims

- a. Claim No. 1 – Oil in Big Creek Clearwell
 - i. Responded
- b. Claim No. 2 – Additional Expenses Incurred for Big Creek Clearwell Coating
 - i. Responded
- c. Claim No. 3 – Relocation of ARV at Butler Way Pump Station
 - i. Claim Removed

- d. Claim No. 4 – Mill Scale in Big Creek Clearwell and Chlorine Contact Tank
 - i. Responded
- e. Claim No. 5 – Oil Removal from Big Creek Baffles
 - i. Responded
- f. Claim No. 6 – Oil in Second Garrotte Clearwell
 - i. Responded
- g. Claim No. 7 - Oil Removal from Second Garrotte Baffles
 - i. Responded
- h. Claim No. 8 - Additional Expenses Incurred for Second Garrotte Clearwell Coating
 - i. Responded

VIII. PAYMENT REQUESTS

- a. Processed
 - i. Disbursement Request No. 1 (\$331,640.00)
 - 1. Received.
 - ii. Disbursement Request No. 2 (\$298,997.00)
 - 1. Received.
 - iii. Disbursement Request No. 3 (\$673,932.00)
 - 1. Received.
 - iv. Disbursement Request No. 4 (\$510,681.00)
 - 1. Received.
 - v. Disbursement Request No. 5 (\$132,385.00)
 - 1. Received.
 - vi. Disbursement Request No. 6 (\$49,199.00)
 - 1. Received.
 - vii. Disbursement Request No. 7 (\$301,594.00)
 - 1. Received.
 - viii. Disbursement Request No. 8 (\$326,571.00)
 - 1. Received.
 - ix. Disbursement Request No. 9 (\$293,255.00)
 - 1. Received.
 - x. Disbursement Request No. 10 (\$260,641.00)
 - 1. Received.

- xi. Disbursement Request No. 11 (\$66,036.00)
 - 1. Received.
- xii. Disbursement Request No. 12 (\$91,711.00)
 - 1. Received.
- xiii. Disbursement Request No. 13 (\$65,902.00)
 - 1. Received.
- xiv. Disbursement Request No. 14 (\$38,494.00)
 - 1. Received.
- xv. Disbursement Request No. 15 (\$15,347.00)
 - 1. Received.
- xvi. Disbursement Request No. 16 (\$21,456.00)
 - 1. Received.
- xvii. Disbursement Request No. 17 (\$10,910.00)
 - 1. Submitted to State 1/3/2023.
- xviii. Disbursement Request No. 18 (\$4,326.00)
 - 1. Submitted to State 3/27/2023.
- xix. Disbursement Request No. 19 (Submitting Quarterly - June 2023)
 - 1. Include Second Garrotte Dive Inspection Costs
 - 2. Attorney requested that we do not pay any further invoices
 - a. Can withhold up to 100% to 150% of the Claims.
 - i. Farr construction has requested to receive payment for the costs withheld as we have come to an agreement regarding Tank 5 improvements.
 - ii. We will advise Farr Construction that the attorney has advised to not issue payment until all claims have been removed.

IX. PROJECT SCHEDULE

- i. Butler Way
 - 1. Sound enclosure
 - a. Manufacturer provided revised submittal for alleviate roof defects repair 10/19/22.
 - i. 6-week lead time on materials

- ii. Meeting held between Farr Construction, Groveland CSD, AMCE and Manufacturer on (1/17/2023)
 - 1. AMCE discussed the following acceptable revisions:
 - a. Replace existing roof with equipment that was not cut in the field (Roof standing seam, standing seam cap & rain guard)
 - i. No Flex Tape or excessive caulking
 - ii. Accept with agreement in place and conditions of approval.
 - b. Install solid roof with hatches over the pumps
 - i. Manufacturer to provide typical roof layout as it is assumed all roof systems do not leak.
 - c. Return sound enclosure as it does not meet the specifications
 - 2. The manufacturer is only willing to complete the proposed standing roof seam addition and nothing further.
 - a. Number of bolts to be installed requested.
 - i. 120 total
 - b. AMCE requested proposals from Bevco
 - i. No response received.
 - c. Openchannelflow
 - i. Proposal received (\$45,000)
 - ii. Installation services are not available.
 - iii. Ships in one piece and requires crane for placement.

- iv. Template drawings received.
 - v. Includes all internal and external equipment included in current enclosure (heater, thermostat, fan, dba reduction by 45%, access to the pump from roof hatch, etc.)
 - 3. Manufacture is willing to replace the current roof in kind if an agreement is in place for GCSD to accept the roof even if it leaks.
 - a. Agreement received from Noise Barriers.
 - b. AMCE added conditions of approval to be added to agreement:
 - i. Insulation replaced on roof panels.
 - ii. Standing seam caps fully enclosed (i.e. having end caps)
 - iii. Rain guard to be removed from the design.
 - iv. No Flex Tape or excessive caulking
 - v. All field cuts must be approved by inspector prior to implementation.
 - c. Items not included:
 - i. Insulation replaced from wall panels if damaged from water penetration.
- ii. Second Garrotte
 - 1. All punch list Items addressed
 - 2. Inspections
 - a. Once a year for two years and every year thereafter until no defects found:
 - i. Dive Inspection for Second Garrotte

1. March 2023.
 - a. Potable divers provided final dates of 3/20/23.
 - i. Minor corrosion on some blots.
 - ii. Waiting for inspection report to discuss what actions should be taken.
 - iii. Most likely will address them during the second year inspection as we agreed upon for the Big Creek site.
 - iv. Costs for inspection to be included in June 2023 Disbursement Request (DR No. 19)
- iii. Big Creek
 1. All punch list Items addressed.
 2. Inspections
 - a. Once a year for two years and every year thereafter until no defects found:
 - i. Dive Inspection for Big Creek site
 1. July 21, 2022 at 7:30 AM
 - a. Dive inspection videos received.
 - b. Minor corrosion
 - i. Repairs to be completed after second year inspection (June 2023)
- iv. Project Sign
 1. Installed at Second Garrotte site
 2. To be moved to Tank 5 location when work starts
- v. Final Disbursement Request Date to be extended to December 31, 2023.

X. CONCERNS

- i. Sound Enclosure Defects
 1. Exterior coating
 - a. Manufacturer will recoating entire enclosure onsite

- i. Will use same coating material as factor paint system currently installed.
 - 1. Color matched.
 - ii. Will use airless sprayer.
 - 2. Leak in roof on top of door and above louvers.
 - a. Manufacturer provided submittal for standing seam roof with gutter.
 - b. Noise Barriers provided agreement for replacement of roof in kind
 - i. AMCE added conditions of approval.
 - 3. Addition of screen on interior face of fan.
 - 4. Addition of screen on interior face of louvers.
 - ii. Negotiated Claims removal with Contractor.
 - 1. Proceeding with the listed projects will remove all claims and liquidated damages:
 - a. Tank 5 coating quote - \$524,680.00
 - b. Tank 5 replacement quote with Factory Epoxy Coating (Bolted - \$423,200/Welded - \$626,400)
 - c. Tank 5 floor replacement (Change Order No. 12)
 - i. \$265,000 construction costs (Confirmed)
 - ii. Scope of work received/developed.
 - 1. Updated subcontractor name and experience.
 - a. Darrell Thompson Tank and Construction Inc
 - i. Active with DIR
 - ii. Active Contractor license
 - iii. Once CCO fully executed, will add to project DIR.
 - b. Experience received and confirmed.
 - 2. 1 Month Construction (115 Working Days from NTP)
 - a. Construction schedule received
 - b. 1 month Submittal procurement/review
 - c. 10 Week material lead time

- d. 2 Week Temporary Storage/Start up
 - e. 2 Week Steel Bottom Replacement
 - i. Do not proceed with demolition until material and crew onsite.
 - 3. NTP around May 1, 2023
 - a. Project sign to be moved to Tank 5 site.
 - 4. Includes claim/LD removal up to the NTP date of May 1, 2023.
 - a. Completion of Construction 10/16/23.
 - 5. Potential CCO
 - a. Wall Plate Patches
 - 6. Temporary Piping System Revised
- iii. Amendment to the agreement to include Tank 5 work.
 - 1. Fully executed agreement received.
 - a. No budget increase included.
 - b. Scope revisions to include Tank 5.
 - c. Completion of construction extended to 12/31/23
 - d. Environmental documents approved.
 - e. Final disbursement date extended to 6/31/24
 - i. Includes claim/LD removal).
 - ii. GCSD legal council to review and approve CCO before sending to Farr Construction for execution.
 - d. Big Creek and 2G piping coating quote received (Sand Blasting) - \$62,000
 - e. Big Creek and 2G piping coating quote requested (Overcoat) - \$75,200
- 2. Liquidated damages

- a. As furnish of the fan panel to be installed at the Butler Way Pump Station is out of Farr Constructions control liquidated damages stopped once the lights, heater and electrical work were installed (March 18, 2022).
- b. Farr Construction submitted letter claiming that substantial completion was achieved on December 16, 2021.
 - i. AMCE will develop a response letter following the Tank 5 mediation response
 - ii. Letter received from Farr Construction on March 8, 2022 stating that the Second Garrotte Tank was ready to be disinfected and started up
 - 1. Letter should have been provided on 12/16/21 if they were prepared.
 - iii. Butler Way Sound Enclosure installation began on January 18, 2022
 - 1. Claimed since pumps were being used that Butler Way had reached substantial completion.
 - a. Pumps freezing because heater was not installed.
 - iv. Electrical at Second Garrotte (Pressure Transducer)/Butler Way heater and light installed March 18, 2022.

XI. ADJOURN

**GROVELAND COMMUNITY SERVICES DISTRICT
SEWER COLLECTION SYSTEM IMPROVEMENTS PROJECT
CONSTRUCTION PROGRESS MEETING**

April 3, 2023 @ 8:30 AM

AGENDA

- I. INTRODUCTIONS
- II. CONSTRUCTION PROGRESS SNAPSHOT
 - a. Total Project Cost (Contractor) \$3,653,429.00
 - b. Total Funding Agreement (Total Project) \$5,845,568.00
 - c. Total Project Contingency \$922,877.00
 - d. Budget Spent to Date (Contractor) \$1,130,147.60
 - e. Budget Spent to Date (Total Project) \$1,728,361.84(+115,722.20 CCO 3-4,10-15)
 - f. Contingency Used to Date \$107,515.24 (+115,722.20 CCO 3-4, 10-15)
 - g. Percentage Funding Used to Date (Contractor) 30.9%
 - h. Percentage Funding Used to Date (Total Project) 29.6%
 - i. Percent Contingency Used to Date 11.7%
 - j. Days for Completion 377 Calendar Days (All CCO's)
 - k. Elapsed Days 294 Calendar Days
 - l. Weather Day 21 Weather Day (+Remobilize Date)
 - m. Remaining Days 104 Calendar Days
- III. CONSTRUCTION SITE REPORTS
 - a. Progress to Date
 - b. Contractor (1-MONTH LOOK AHEAD)
- IV. CHANGE ORDERS
 - a. Executed Change orders
 - i. Change Order No. 1 – MH-2003 to MH-2004 Trench Rock Break (T&M) (\$2,352.97 and 0 .50 calendar days) (Included in DR No. 4)
 - ii. Change Order No. 2 – MH-101 Removal (\$2,550.00 and 0 .50 calendar days) (Included in DR No. 4)
 - iii. Change Order No. 3 – MH-3 to MH-4 Replacement in Lieu of Spot Repair (\$38,790.00 and 3 calendar days) (Improvement Pending)
 - 1. Tree removed.
 - iv. Change Order No. 4 – MH-37 to MH-38 Improvement Revisions (-\$3,900.00 and 1 calendar day) (CIPP Improvement Pending)

- v. Change Order No. 5 – Trash Disposal & Potholing for MH-20 to MH-21 (\$5,383.50 and 1 calendar day) (Included in DR No. 4)
 - vi. Change Order No. 6 – MH-97 to MH-97B Culvert T&M (\$6,929.52 and 1 calendar day) (To be billed to school - WILL NOT BE CLAIMED)
 - vii. Change Order No. 7 – MH-10-24 to MH-10-20 Replacement in Lieu of Spot Repair (\$79,290.00 & 2 Calendar Days) (Included in DR No. 4)
 - viii. Change Order No. 8 – MH-123 to MH-124 (-\$8,271.00 and 1 Calendar Day) (Concrete Improvements Pending) (Included in DR No. 5)
 - ix. Change Order No. 9 – MH-4-93 to MH-4-95, MH-4-93 to MH-4-276 & MH-4-276 to MH-4-275B Improvement Revisions (\$26,210.00 & 3 Calendar Days) (Included in DR No. 5)
 - x. Change Order No. 10 - MH-10-10 to MH-10-8 (Creek Crossing) (\$9,854.74 and 3 Calendar Days) (To Be Included in DR No. 6)
 - xi. Change Order No. 11 - MH-1-325A to MH-1-324 (Creek Crossing) (\$5,640.19 and 1 Calendar Day) (To Be Included in DR No. 6)
 - xii. Change Order No. 12 - MH-12-81 to MH-12-93 & MH-12-173B to MH-12-173A (Unit 12 Swap) (\$-23,472 and 0 Calendar Days) (To Be Included in DR No. 6)
 - xiii. Change Order No. 13 - Cleanouts & Concrete Collar Replacements (\$43,950.00 and 10 Calendar Days) (To Be Included in DR No. 6)
 - xiv. Change Order No. 14 - MH-1-315 to MH-1-320 (Creek Crossing) (\$14,409.60 and 5 Calendar Days) (To Be Included in DR No. 6)
 - xv. Change Order No. 15 – Erosion Control (\$30,499.67 and 10 Calendar Days) (To Be Included in DR No. 6)
- b. Pending Change Orders
- i. Potential Change Order No. 15 – MH-4-251 Alignment Revisions (RFI No. 2) (T&M Documents pending)
 - ii. Potential Change Order No. 17 – Concrete Pad Adjacent to MH-124 (Irl to provide proposal for remaining work – requested)
 - 1. Requested all pending change orders/confirmation no remaining.
 - a. Stated no more change orders are remaining.
 - b. Irl to verify/confirmation requested 3/29/23.

- c. Final Change Order List
 - i. Budget of \$500,000 until project is completed.
 - ii. Estimate approximately 1 to 1.5 million remaining at end of project.
 - 1. Final Direction Received and provided to Moyle regarding material procurement and additional improvements.
 - a. No materials have been ordered as the material is readily available.
 - b. No improvements have been completed as Moyle was to request individual change orders for additional work.
 - 2. AMCE developed change order tracking list that separates out the change order costs incurred for this list and the project in general.
- d. Additional Improvement in Unit 12/MH-48 to MH-49
 - i. Unit 12 Final List Provided
 - 1. Included in Change Order No. 12
 - a. Reduced Scope by \$86,400
 - b. Increased Scope by \$64,400
 - c. Additional Improvements to be Evaluated following execution of all outstanding change orders.
 - i. 12-269 to 12-134 (269' of replacement)
 - ii. 12-134 to 12-95 (472' of replacement)
 - iii. 12-21 to 12-47 (324' of replacement)
 - ii. Luis developed the final list (BOF).
 - 1. Sent final list to Moyle 2/15/23.
 - a. Need costs for requested new improvements.
 - b. Need costs confirmation no remaining CCO's
 - 2. Meeting to be schedule with Moyle following to discuss materials purchased for final change order list and to discuss swapping out of improvements with new items.
 - a. Need BOF list costs and remaining CCO's/confirmation no remaining prior to meeting.
 - iii. Funding constraints
 - 1. Peter to discuss addition funding with State once final scope of work is determined internally by the District.

- V. SUBMITTAL REVIEW
 - a. Approved Submittals
 - i. Submittal No. 1 – 15.1 & 17 – 20
 - b. Rejected
 - i. Submittal No. 16
 - c. Remaining Submittals
 - i. Additional Requirements for Bore & Jack
- VI. REVIEW RFI LOG
 - a. Received/Pending RFI's
 - i. RFI No. 1 – Bore and Jack Information
 - 1. Response sent 8/9/2022
 - ii. RFI No. 2 – MH-4-251 Alignment Revisions
 - 1. Direction Provided via Email 8/17/2022
 - 2. Formal Response provided 8/25/2022
 - iii. RFI No. 3 – MH-1-325A to MH-1-324 Creek Crossing
 - 1. Formal response sent 9/15/2022
 - iv. RFI No. 4 – Reid Circle Tree
 - 1. Formal response sent 9/29/2022
 - v. RFI No. 5 – Use of Grade Rings to bring Manhole's to Grade
 - 1. Formal Response provided 10/10/2022
- VII. PAYMENT REQUESTS
 - a. FBA Approval (Phase 2)
 - i. Fully Executed Agreement
 - b. Processed
 - i. Disbursement Request No. 1 (\$58,259.00)
 - 1. Received. (Submitted 1/28/2021)
 - ii. Disbursement Request No. 2 (\$111,500.00)
 - 1. Received. (Submitted 3/24/2021)
 - iii. Disbursement Request No. 3 (\$183,773.00)
 - 1. Received. (Submitted 7/6/2022)
 - iv. Disbursement Request No. 4 (\$1,020,392.00)
 - 1. Received. (Submitted 9/8/2022)
 - v. Disbursement Request No. 5 (\$292,555.00)

1. Submitted 1/18/2023.
- vi. Disbursement Request No. 6 (Pending 4/20/23)
 1. No work occurred.

VIII. ENCROACHMENT PERMITS

i. CalTrans Encroachment Permits

1. MH-2 to MH-3 (July 8, 2023 Expires)

- a. Shoulder Close Permit with Flagging
- b. Traffic control plan completed
 - i. AMCE/Contractor Permit Received
 1. Completion of construction schedule received (Irrelevant due to weather).
 - a. Ground is too saturated to complete work anytime soon.
 - b. Schedule to be provided once weather clears up.

2. MH-48A to MH-49 (July 8, 2023 Expires)

- a. Shoulder Close Permit
- b. Traffic control plan completed
 - i. AMCE/Contractor Permit Received
 1. Completion of construction schedule received (Irrelevant due to weather).
 - a. Ground is too saturated to complete work anytime soon.
 - b. Schedule to be provided once weather clears up.
 - c. Adam to discuss with owner regarding proposed/optimal construction date/time once firm construction dates are known.
 - i. Adam having meeting with owners Week 3/27/2023.
 - d. The district has legal right to remove sign.
 - i. GCSD notified owner that sign will remain in place unless it is dangerous during construction.

- ii. If removed, it will need to be relocated to an area outside of the construction easement.
 - iii. If sign remains during construction, owner will have 3 months to prepare and file an encroachment permit.
3. MH-17 to FB-105 (July 8, 2023 Expires)
 - a. No Traffic Control Required
 - i. AMCE/Contractor Permit Received
 - 1. Completion of construction schedule received (Irrelevant due to weather).
 - a. Ground is too saturated to complete work anytime soon.
 - b. Schedule to be provided once weather clears up.
 - c. Adam to discuss with owner regarding proposed/optimal construction date/time and include in construction easement agreement.
 - d. Owner added conditions of approval
 - i. GCSD to address once final construction dates known.
4. MH-47 to MH-48 (March 31, 2023 Expires – Extended to 4/14/23)
 - a. No Traffic Control Plan
 - b. Must be completed by March 31, 2023 (Extended)
 - i. Caltrans extended to timeline to 4/14/23.
 - ii. Provide 7-day notice to CalTrans
 - iii. Requested extension 8/11/22
 - 1. Completion of construction schedule received (Irrelevant due to weather).
 - a. Express Sewer Mobilizing Week 4/3/23.
 - i. No flushing of CCTV.

- ii. Moyle provided itemized dates for CIPP/Rehab. improvements.
 - iii. Updated schedule requested 3/22/23.
 - iv. Route known from this schedule.
 - v. Project Deadline not met, Caltrans extended to timeline to 4/14/23.
 - ii. Tuolumne County Encroachment Permits (Extended - January 28, 2024)
 - 1. The following sewer pipelines will be replaced/rehabilitated within the County right of way:
 - a. Anderson St/Vassar St, Big Oak Flat, CA - replacement of approximately 140 LF of sewer pipe,
 - b. School St, Big Oak Flat, CA - replacement of approximately 195 LF of sewer pipe and the addition of a new manhole,
 - c. Black Rd, Big Oak Flat, CA - cured in place pipe (CIPP) rehabilitation approximately 160 LF,
 - d. Clements Rd, Pine Mountain Lake - replacement of approximately 602 LF of sewer pipe,
 - e. Clements Rd, Pine Mountain Lake - replacement of 6 LF of cracked sewer pipe,
 - f. Clements Rd, Pine Mountain Lake - Replacement of approximately 328 LF of sewer pipe,
 - g. Catholic Cemetery St, Big Oak Flat, CA, replacement of factor tap (lateral connection),
 - h. Ponderosa Ln, Groveland CA, CIPP rehabilitation approximately 162 LF
 - iii. Hetch Hetchy Encroachment Permits
 - 1. Must commence construction of Hetch Hetchy improvements within 240 days (November 6, 2022).
 - a. Notify Hetchy of start of work 10 day in advance
 - i. Work started on October 3, 2022
 - ii. Notice sent 9/15/2022
 - 2. Complete improvements within 365 days (March 11, 2023).

- a. Moyle confirmed deadline cannot be met due to weather constraints.
 - i. Hetch Hetchy will provide an extension.
 - ii. Once we have a firm construction date and construction schedule received, the following shall occur:
 - 1. Send updated schedule listing improvements to be completed.
 - 2. SFPUC will revise the timeline in the consent letter and resend it for execution.
 - a. Require, at a minimum 14 days, to complete the redevelopment of the consent letter.
- iv. Contractor concurrence with all encroachment permits
 - 1. Schedule Meets Project Deadline
- v. GIS Data Gathering
 - 1. Adam to train Les to use Trimble R2 unit
 - 2. Les to store unit at Adams office
 - a. Use only to gather points then return
 - b. Access not available at this time.

IX. PROJECT SCHEDULE

- i. Schedule
 - 1. Initial Construction inspection occurring May 2, 2023.
 - 2. 3-week look ahead (updated 12/19/2022)
 - a. Holding off on sewer replacement and proceeding with manhole replacements
 - b. Waiting for a two-week clear weather window/ground to dry to proceed with any further replacements.
 - i. Once known, Moyle contact us and notices should be sent out ASAP.
 - 1. Tentatively starting back up at LS 10 force main.
 - 3. To completion (Irrelevant due to weather constraints)
 - a. Updated schedule includes updated Caltrans Improvements, CIPP/Rehab. work, & Hetchy Hetchy improvements dates.
 - i. CIPP/Rehab. work

1. Mobilizing Week 4/3/23.
 - ii. Caltrans Replacement work
 1. GCSD to approach owners and discuss proposed/optimal date/time and include in agreement documents once construction schedule received.
 - a. PML Hardware Store construction easement agreement to be executed once revisions made and final construction dates known.
 - b. Brewery –legal direction received.
 2. Meets Project Deadline
 - iii. Caltrans CIPP work
 1. Moyle provided updated itemized dates for improvements.
 - a. Mobilization date different but route known.
 2. Project Deadline extended to 4/14/23
 - iv. Hetch Hetchy work
 1. Extension to be requested from Hetch Hetchy once construction schedule received.
 - v. Tuolumne County
 1. Meets Project Deadline
 - vi. Final Change Order List
 1. AMCE requested to be included.
 - a. Holding off until we have a final list.
 - vii. Deleted work
 1. Comments not incorporated into schedule.
- ii. Notices to Homeowners
1. Notices to be sent out for two-month work period.
 - a. From schedule to completion
 2. Notices to be sent out for three work period.
 - a. Once on short schedule
 3. Notices to be sent out for one week work period (with exact tentative dates provided).
 - a. Door hangers to be provided to Les for placement on doors when construction is about to take place in specific areas.

- iii. Construction Staking
 - 1. All alignments have been staked for Pine Mountain Lake, Groveland and Big Oak Flat
 - 2. CCTV marked spot repairs and laterals
 - 3. PML Hardware store PUE staked:
 - a. Additional area to be provided by owner for construction.
 - i. No easement to be purchased by GCSD.
 - ii. Yonder development to pursue their easement
 - iii. GCSD developed construction easement agreement.
 - 4. Clements road (Unit 12) construction staking completed 11/22/22
 - a. Staking documents provided by Jack sent to District 11/23/22
 - b. AMCE developed figure for easement
 - i. Sent Peter 12/1/22
 - 5. Lift Station 10 easement and property corners to be staked.
 - a. Staking completed 12/7/22
 - i. Staking documents provided by Jack sent to District 12/8/22
 - ii. Easement/property corners staked
 - 6. Bore and Jack (PML)
 - a. Master staking file to be provided once improvement finalized.
 - i. Staking request received
 - ii. Minimum 48 hours' notice
- iv. Environmental surveys (within 15 days of NTP)
 - 1. Completed
 - a. Nesting birds found (BOF, Groveland & PML)
 - i. 300' no work zone to be enforced until July 15, 2022.
 - 2. Mitigate impacts to riparian vegetation
 - a. If removal of white alder and Pacific willow trees, three shall be replaced for each one removed.
- v. Compaction testing
 - 1. Drivable Areas (Test All)
 - a. 95% compaction
 - b. All drivable locations
 - 2. Non-drivable Areas (les to use discretion on tests)
 - a. 90% compaction

- vi. Testing
 - 1. Each pipeline will be balled initially to remove any and all sediment that has entered the pipeline
 - 2. Mandrel test following ball test
 - 3. District to CCTV each pipeline
 - a. Completing after whole area is done
- vii. Erosion Control
 - 1. Mix approved
 - 2. Straw, seed and wattles to be installed at most places
 - a. Location provided to contractor 10/4/22
 - 3. Straw, seed, wattles and jute netting to be installed on two homeowner embankments
 - 4. Location provided to contractor 10/4/22
 - 5. Proceeding with erosion control on new improvements per Les direction.
 - a. Inspection of erosion control occurred 3/13/23.
 - i. Some areas need to be replaced/addressed.
 - ii. Josh and Les had site visit on 3/27/23 to discuss revision work.
 - 1. Work to be completed on T&M.
 - 2. Potentially to be funded via FEMA but will be funded through Sewer if not.
- viii. Completion Reports
 - 1. Les to develop list of completed pipelines and update weekly.
- ix. Site Clean up
 - 1. Do not move onto a new site before cleanup has been completed
 - a. Les to take before and after photos for each site
 - b. Les to confirm site clean up
- x. Final Deliverable Dates:
 - 1. Construction Completion Date: December 31, 2024.
 - 2. Final Disbursement Date: June 30, 2025.
- xi. Punch List
 - 1. Developed for Unit 1, 4, 10 and 13
 - a. Final walk through for above improvement 12/7/22

X. CONCERNS

- a. Bore and Jack Improvement (MH-15-32 to MH-15-33) (Postponed)
 - i. Moyle provided costs for revised bore and jack improvements. (11/30/22) (Increase of \$77,612.00)
 - 1. Revision to improvements confirmed 12/1/22

- a. Additional documentation to be provided regarding bore and jack pending improvement confirmation (AIS, etc).
 - ii. Moyle to provide costs for conventional replacement. (11/30/22) (Increase of \$66,697.00)
 - 1. Final direction to be determined following complete list of CCO's accumulated to date.
 - iii. Easement for construction area under review
 - 1. Adam confirmed no easements needed.
- b. Pine Mountain Lake Hardware Store Sign
 - i. Adam is working with the store owner to get the sign taken down/additional construction easement.
 - 1. Construction easement letter completed and sent to owner for execution.
 - a. Owner provided comments on temporary construction easement. (Adam/GCSD addressing internally)
 - i. Need final construction dates before owner can sign. (Start and End of Construction)
 - 1. Should provide a month in which construction will occur and once construction has been initiated, construction will be completed within 1 month.
 - 2. Construction will not be terminated or delayed once construction has been initiated.
 - 3. 7-day notice will be provided before construction will be initiated.
 - ii. Sign should be relocated away from new sewer pipeline.
 - 1. Encroachment permit to be filed and reviewed.
 - iii. Easement Found for this location.
 - 1. Additional land to be provided for construction purposed, in writing.
 - iv. Schedule provided for work
 - 1. Notice to be provided to homeowner once agreement in place.
- c. Brewery
 - i. Sign removal/working around sign

1. GCSD received and notified owner regarding legality of removing the sign and what actions shall be take if the sign is removed or to remain in installed in the same location.

d. Easement and Access Agreements

- i. Land and Structure to gather and process
 1. \$2,500 to \$3,500
- ii. Yosemite Title Company
 1. \$150 /hr
- iii. County website providing access to District documented easements.
- iv. Pine Mountain Lake, Big Oak Flat and Groveland Easements Found in District Storage.
- v. AMCE holding off on easement letter until required
 1. 10' each side of pipe along centerline

XI. ADJOURN

April 5, 2023

Summary of Applicable Proposed Regulations Affecting the Members of the Tuolumne County Special Districts Association

Advanced Clean Fleets Regulation, State and Local Government Agency Fleet Requirements

At its October 27, 2022, public hearing, the California Air Resources Board (CARB or Board) considered staff's proposal to add sections: 2013, 2013.1, 2013.2, 2013.3, 2013.4, 2014, 2014.1, 2014.2, 2014.3, 2015, 2015.1, 2015.2, 2015.3, 2015.4, 2015.5, 2015.6, and 2016, of Title 13, California Code of Regulations, which would accelerate the widespread adoption of zero-emission vehicles (ZEV) in the medium- and heavy-duty sector and for light-duty package delivery vehicles. The proposed regulation would require certain fleets to deploy ZEVs starting in 2024 and would establish a clear end date for new medium- and heavy-duty internal combustion engine (ICE) vehicle sales.

Since its October 27 hearing, CARB staff responded to public comments and developed a proposed [revised Clean Air Fleet Regulation](#) with a 15 day comment period ending April 7, 2023 and to be considered by CARB for adoption in a future meeting.

We have reviewed the draft proposed regulations and have copied and pasted below the sections of the regulation applicable to our "small county" and special districts. Where reference has been made in the regulation to the California Code of Regulations or California Vehicle Code, we have included that definition as well.

We suggest that you copy the language in the utility [Coalition letter](#) and send in to CARB via the electronic submittal by the end of April 7, 2023.

**Proposed Additions to California Code of Regulations, Title 13, Section 2013
Fleet Applicability, Definitions, and General Requirements**

State and Local Government

Scope and Applicability

2013 (a) (1) - Fleet Applicability. Except as provided in the exemptions specified in section 2013(c) and 2013(e), this regulation applies to any state or local government agency with jurisdiction in California that owns, leases, or operates one or more vehicles specified in section 2013(a)(2) in California as described in the vehicle scope specified in section 2013(a)(2) on or after January 1, 2024. This regulation does not apply to federal fleets subject to title 13, California Code of Regulations (CCR) section 2015.

2013 (a) (2) - Vehicle Scope. Except as provided in the exemptions specified in section 2013(c), vehicles subject to this regulation are vehicles that have a gross vehicle weight rating (GVWR) greater than 8,500 lbs that are operated in California.

"Gross vehicle weight rating" or "GVWR" means the same as CVC section 350, as indicated by the characters in the 4 through 8 positions in a standard 17-character Vehicle Identification Number (VIN)

"Vehicle" means either a device as defined in CVC section 670, or is a yard tractor that is not intended for use on highways.

CVC 670 - A "vehicle" is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

(d) General Requirements. Beginning January 1, 2024, fleet owners must comply with the schedules specified in subsections (1) or (2) below. The fleet owner may alternately elect to comply with the ZEV Milestones Option commencing with title 13, CCR section 2015.2 as described in section 2013(e). Renewing a vehicle lease for a vehicle that is already in the California fleet shall not be considered as a vehicle purchase for the California fleet.

(1) Except as specified in section 2013(d)(2), fleet owners must purchase ZEVs, or NZEVs as specified in section 2013(f), for their California fleet in accordance with the following schedule:

(A) Starting January 1, 2024, 50 percent of the total number of vehicle purchases for the California fleet in each calendar year must be ZEVs; and

(B) Starting January 1, 2027, 100 percent of the total number of vehicle purchases for the California fleet in each calendar year must be ZEVs.

(2) A State or local government agency that meets any one of the following criteria must meet the requirements specified in section 2013(d)(1)(B) and are not subject to the requirements specified in section 2013(d)(1)(A): its jurisdiction is solely in a designated low population county; it owns, leases, or operates ten or fewer vehicles in the California fleet, as specified in section 2013(k); or its jurisdiction or service area is split between a designated low population county and a non-designated county and at least 90 percent of the service area in square miles is in the designated low population county.

"Designated low population counties" means the counties of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, and Yuba.

Exemptions:

(a) Exemptions. The following entities and vehicles are exempt from the requirements specified in sections 2013 through 2013.4:

- (1) School buses as defined in CVC section 545(a);
- (2) Military tactical vehicles as described in title 13, CCR section 1905;
- (3) Vehicles awaiting sale;
- (4) Emergency vehicles as defined in CVC section 165;

CVC 165. An authorized emergency vehicle is:

(a) Any publicly owned and operated ambulance, lifeguard, or lifesaving equipment or any privately owned or operated ambulance licensed by the Commissioner of the California Highway Patrol to operate in response to emergency calls.

(b) Any publicly owned vehicle operated by the following persons, agencies, or organizations:

(1) Any federal, state, or local agency, department, or district employing peace officers as that term is defined in Chapter 4.5 (commencing with Section 830) of Part 2 of Title 3 of the Penal Code, for use by those officers in the performance of their duties.

(2) Any forestry or fire department of any public agency or fire department organized as provided in the Health and Safety Code.

(c) Any vehicle owned by the state, or any bridge and highway district, and equipped and used either for fighting fires, or towing or servicing other vehicles, caring for injured persons, or repairing damaged lighting or electrical equipment.

(d) Any state-owned vehicle used in responding to emergency fire, rescue, or communications calls and operated either by the Office of Emergency Services or by any public agency or industrial fire department to which the Office of Emergency Services has assigned the vehicle.

(e) (1) Any vehicle owned or operated by a federally recognized Indian tribe used in responding to emergency, fire, ambulance, or lifesaving calls. For the purposes of this section and the provisions of Sections 2501 and 2510, a vehicle used in responding to emergency, fire, ambulance, or lifesaving calls owned or operated by a federally recognized Indian tribe is considered an authorized emergency vehicle.

(2) Any vehicle owned or operated by any department or agency of the United States government when the vehicle is used in responding to emergency fire, ambulance, or lifesaving calls or is actively engaged in law enforcement work.

(f) Any vehicle for which an authorized emergency vehicle permit has been issued by the Commissioner of the California Highway Patrol.

(5) Historical vehicles;

(6) Dedicated snow removal vehicles;

“Dedicated snow removal vehicle” means a vehicle that has permanently affixed snow removal equipment such as a snow blower or auger and is operated exclusively to remove snow from public roads, private roads, or other paths to allow on-road vehicle access.

(7) Two-engine vehicles;

(8) Heavy cranes as defined in title 13, CCR section 2021(b)(16);

(9) Transit vehicles subject to the Innovative Clean Transit regulation commencing with title 13, CCR section 2023; or

(10) Vehicles that are subject to the Zero-Emission Airport Shuttle Regulation of title 17, CCR sections 95690.1, 95690.2, 95690.3, 95690.4, 95690.5, 95690.6, 95690.7, and 95690.8.

(a) **Backup Vehicle Exemption.** Fleet owners may designate vehicles as backup vehicles during the March reporting period as specified in section 2013.2(b) and renew such designations annually only if the following criteria are satisfied:

(1) The vehicle is operated less than 1,000 miles per year excluding any mileage travelled while performing emergency operations in support of a declared emergency event;

(b) **Daily Usage Exemption.** Fleet owners may request a calendar exemption as specified in sections 2013(n)(2) to purchase a new ICE vehicle of the same configuration as an ICE vehicle being replaced as specified in section 2013.1(b)(1) if no new BEV is available to purchase that can meet the demonstrated daily usage needs of any existing vehicles of the same configuration in the fleet, as determined by the criteria specified in section 2013.1(b)(2) through (5).

ZEV Infrastructure Delay Extension. Fleet owners may request the following extensions as specified in sections 2013(n)(3) if they experience delays due to circumstances beyond their control on a project to install ZEV fueling infrastructure.

ZEV Infrastructure Site Electrification Delays. Until January 1, 2030, fleet owners may request this extension if their electric utility provider determines it cannot provide the requested power to the site where ZEVs will be charged or refueled before the fleet's next ZEV compliance deadline.

ZEV Purchase Exemptions. Fleet owners may request exemptions as specified in sections 2013(n)(4) to purchase a new ICE vehicle if a needed configuration is not available to purchase as a ZEV or NZEV under either the ZEV Purchase Exemption List of 2013.1(d)(1) or the ZEV Purchase Exemption Application of 2013.1(d)(2).

ZEV Purchase Exemption List. The Executive Officer will establish and maintain a list of vehicle configurations on the CARB Advanced Clean Fleets webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets> no later than January 1, 2025. That list will specify vehicle configurations that are not available to purchase as ZEVs or NZEVs and the date the exemption expires for listed configurations determined to be available to purchase as specified in section 2013.1(d)(2)(G). The list will include the configurations specified in section 2013.1(d)(1)(A). The Executive Officer will rely on the information submitted and gathered in section 2013.1(d)(2) and utilize their good engineering and business judgement to determine if the information establishes that the criteria in sections 2013.1(d)(2)(C) through (G) are met when determining whether to add a vehicle configuration to the list or to identify the expiration date for a vehicle configuration on the list. The list will not include the following configurations: pickups, any buses, box trucks, vans, or any tractors. Fleet owners may purchase a new ICE vehicle of the same configuration and weight class as one on the list as specified in section 2013(n)(4), report the purchase as specified in section 2013.2(g), and keep records as specified in section 2013.3(e), and CARB will recognize that vehicle as having met the criteria for the exemption.

Configurations List. The list will include the following vehicle configurations: Bucket truck, boom truck, dump truck, flatbed truck, stake bed truck, front-loader refuse compactor truck, side-loader refuse compactor truck, rear-loader refuse compactor truck, refuse roll-off truck, service body truck, street sweeper, tank truck, tow truck, water truck, car carrier truck, concrete mixer truck, concrete pump truck, crane, drill rig, vacuum truck.

2013 (n)(6) Intermittent Snow Removal Vehicles. Fleet owners shall receive an exemption from the ZEV purchase requirements specified in section 2013(d) until January 1, 2030, for designated intermittent snow removal vehicles. Fleet owners may request the Executive Officer designate vehicles added to the California fleet prior to January 1, 2030 as intermittent snow removal vehicles pursuant to the criteria in section 2013.2(k).

"Intermittent snow removal vehicles" means a vehicle that is equipped with a snow plow or snow blower mounting attachment and a control system for the plow or blower.



CARB Advanced Clean Fleet (ACF) Draft Regulation Fact Sheet

According to the California Air Resources Board (CARB), the [Advanced Clean Fleet \(ACF\) Regulation](#) is part of a comprehensive statewide strategy to reduce emissions from transportation, to protect public health, and meet climate goals including economy-wide carbon neutrality by 2045. The primary goal of the ACF regulation is to accelerate the market for zero-emission vehicles (ZEV), including trucks and buses by requiring fleets that are well suited for electrification to transition to zero-emission vehicles where feasible. CARB notes that the regulation would contribute to the goal of achieving the Governor's [Executive Order N-79-20](#) to reach:

- 100 percent zero-emission drayage trucks by 2035
- 100 percent zero-emission off-road vehicles and equipment by 2035, where feasible
- 100 percent zero-emission medium- and heavy-duty vehicles by 2045, where feasible

Affected Entities:

Specifically, the ACF would apply to:

- State and local public agencies, with a fleet of at least one affected vehicle;
- Fleets performing drayage operations;
- Federal government agencies; and
- "High priority" fleets.

Under the proposed ACF, "high priority" fleets are defined as an entity with \$50 million or more in gross annual revenue and operates one applicable vehicle in California or a fleet who owns, operates, or controls a total of 50 or more vehicles themselves or under common ownership and control.

Affected Vehicles:

Per the ACF, affected vehicles include:

- Medium-duty and heavy-duty (Class 2b-8) on-road vehicles (does not include tractors, backhoes, etc.);
- Yard trucks (also known as yard jockeys, spotter trucks, workhorse trucks, mules, or warehouse trucks) with a movable fifth wheel that can be elevated and used in moving and spotting trailers and containers at a location (does not include "Gators", "Argos" and similar utility vehicles); and
- Light-duty mail and package delivery vehicles.

Class 2b-8 medium-duty and heavy-duty on-road vehicles are defined as follows:

- "Class 2b through 3" means a vehicle with a gross vehicle weight rating (GVWR) greater than 8,500 lbs. and less than or equal to 14,000 lbs.
- "Class 4" means a vehicle with a GVWR greater than 14,000 lbs. and less than or equal to 16,000 lbs.
- "Class 5" means a vehicle with a GVWR greater than 16,000 lbs. and less than or equal to 19,500 lbs.



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- “Class 6” means a vehicle with a GVWR greater than 19,500 lbs. and less than or equal to 26,000 lbs.
- “Class 7” means a vehicle with a GVWR greater than 26,000 lbs. and less than or equal to 33,000 lbs.
- “Class 8” means a vehicle with a GVWR greater than 33,000 lbs.

Vehicle Exemptions:

The following vehicles are exempt from the requirements specified in Sections 2013 through 2013.4 of the draft regulation:

- School buses as defined in California Vehicle Code (CVC) Section 545(a);
- Military tactical vehicles as described in title 13, California Code of Regulations (CCR) Section 1905;
- Vehicles awaiting sale;
- Emergency vehicles as defined in CVC Section 165;
- Historical vehicles;
- Dedicated snow removal vehicles (including intermittent snow removal vehicles);
- Two-engine vehicles;
- Heavy cranes as defined in Title 13, CCR Section 2021(b)(16); or
- Transit vehicles subject to the Innovative Clean Transit regulation commencing with Title 13, CCR Section 2023.

Draft Regulation Provisions:

Key provisions of the ACF include:

1. Manufacturers are required to only sell zero-emission medium- and heavy-duty vehicles starting 2040.
2. State and local governments owning fleets of affected vehicles, including county, special district, and state agency fleets, would be required to ensure 100 percent of affected vehicle purchases are zero-emission by 2027. Furthermore, such agencies would be required to ensure 50 percent of affected vehicle purchases from 2024-2026 are zero-emission unless the agency is located in a designated low-population county or owns a fleet of 10 or fewer affected vehicles.
3. For drayage fleets, starting 2024, only zero-emission trucks may be added to drayage service and legacy vehicles must be removed from drayage service at the end of their useful life. By 2035, all drayage trucks must be zero-emission.
4. High priority and federal fleets must comply with CARB’s model year schedule or elect to use CARB’s optional ZEV milestone schedule to phase in zero-emission vehicles to their fleet:
 - Model Year Schedule: Fleets must only purchase zero-emission vehicles beginning 2024 and must remove internal combustion engine vehicles at the end of their useful life.
 - ZEV Milestone Schedule (Optional): Instead of the Model Year Schedule, fleets may elect to meet zero-emission vehicle targets as a percentage of the total fleet starting



with vehicle types that are most suitable for electrification. Compliance begins January 1, 2025. The proposed schedule is laid out in Table A:

Table A: ZEV Fleet Milestones by Milestone Group and Year

Percentage of vehicles that must be ZEVs	10%	25%	50%	75%	100%
Milestone Group 1: Box trucks, vans, buses with two axles, yard tractors, light-duty package delivery vehicles	2025	2028	2031	2033	2035 and beyond
Milestone Group 2: Work trucks, day cab tractors, buses with three axles	2027	2030	2033	2036	2039 and beyond
Milestone Group 3: Sleeper cab tractors and specialty vehicles	2030	2033	2036	2039	2042 and beyond

Reporting Mandates

The ACF mandates fleet owners submit online reports to CARB detailing their fleet composition to comply with Sections 2013 through 2013.4 of the regulation. These compliance reports must be submitted annually beginning April 1, 2024 and no later than April 1 each subsequent year until 2045.

Fleet Reporting. Fleet owners must report all of the following:

- **State or Local Government Agency Information.** Fleet owners must report all of the following:
 - (A) State or local government primary agency name;
 - (B) Entity’s physical and mailing addresses;
 - (C) Designated contact person name;
 - (D) Designated contact person phone number;
 - (E) Designated contact person email;



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- (F) The following operating authority numbers, if applicable: motor carrier identification number, United States Department of Transportation number, California Carrier Identification number, California Public Utilities Commission transportation charter permit number, International Registration Plan number;
 - (G) Identify the jurisdiction (state, county name, city name, or other local government);
 - (H) Name of the responsible official; and
 - (I) Whether the fleet owner will permanently opt-in to the ZEV Milestones Option of title 13, CCR section 2015.2 as described in section 2013(e) and no longer be subject to the requirements specified in sections 2013, 2013.1, 2013.2, 2013.3, and 2013.4.
- **Vehicle Information.** The fleet owner must report the following information for each vehicle in the California fleet:
 - (A) VIN;
 - (B) Vehicle make and model;
 - (C) Vehicle model year;
 - (D) Vehicle license plate number and state or jurisdiction of issuance;
 - (E) Vehicle GVWR (Greater than 8,500 lbs. and equal to or less than 14,000 lbs., greater than 14,000 lbs. and equal to or less than 26,000 lbs., or greater than 26,000 lbs.);
 - (F) Vehicle body type;
 - (G) Fuel and powertrain type;
 - (H) Date vehicle purchase was made;
 - (I) Date vehicle was added to or removed from the California fleet;
 - (J) Whether the vehicle will be designated under or was purchased pursuant to any exemption or extension provision specified in section 2013.1;
 - (K) Odometer, or if applicable, hubodometer readings for vehicles as specified in section 2013.2(f);



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- (L) Engine family and engine model year for any vehicles added to the California fleet after January 1, 2024;
 - (M) Funding contract start and end date for vehicles purchased with California State-funding if the vehicle is to be excluded during the funding contract period as specified by the funding program.
- **ZEV Purchase Reporting.** Fleet owners that are replacing a vehicle pursuant to the ZEV Purchase Exemption specified in section 2013.1(d) must identify which vehicle is being replaced.

Low-Population Extension:

Agencies located in “designated low population counties” are not required to purchase ZEVs until January 1, 2027, at which point 100 percent of additions to their fleet must be ZEV.

Designated low population county means the counties of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, and Yuba.

Fleet owners must add ZEVs to their California fleet as specified by the following schedules:

- Agencies in non-designated counties (for agencies whose jurisdictions are not in a designated low population county):
 - Starting January 1, 2024, 50 percent of the total number of additions to a fleet in each calendar year must be ZEVs; and
 - Starting January 1, 2027, 100 percent of the total number of vehicle additions to the fleet in each calendar year must be ZEVs.
- Agencies in designated counties (for agencies whose jurisdiction is solely in a designated low population county):
 - Starting January 1, 2027, 100 percent of the total number of vehicle additions to the fleet in each calendar year must be ZEVs.

An agency whose jurisdiction or service area is split between a designated low population county and a non-designated county with at least 90 percent of the service area in the designated low population county shall comply with the same deadline as those agencies fully within designated low population counties—100 percent ZEV by January 1, 2027.

Small Fleet Extension:

Regardless of where an agency is located, if the agency owns a fleet of 10 or fewer vehicles affected by the regulation, it need only comply with the January 1, 2027 requirement that 100 percent of the total number of vehicle additions to the fleet in each calendar year must be ZEVs. Such agencies with “Small Fleets” are not required to meet the earlier phase-in requirement to purchase 50 percent ZEVs between January 1, 2024 and December 31, 2026.

If an agency in a non-designated county purchases an odd number of vehicles from 2024-2026, then it must round-up for purposes of compliance with the 50 percent mandate (e.g. if the



agency purchases one affected vehicle in a calendar year, then it must be ZEV; if it purchases three vehicles, then two of the three must be ZEV; etc.)

Other Extensions and Exemptions:

ZEV Purchase Exemptions. Fleet owners may receive an exemption to purchase a new internal combustion engine (ICE) vehicle if a needed ZEV configuration is not available to purchase per the Streamlined ZEV Purchase Exemption. The Streamlined ZEV Purchase Exemption states that the Executive Officer at CARB will maintain a list of vehicle configurations on the CARB ACF webpage they have identified as available to purchase by a fleet owner in an ICE vehicle configuration. CARB will begin maintaining a list on its webpage no later than January 1, 2025 that will specify vehicle configurations not available for purchase as a ZEV or Near Zero Emission Vehicle (NZEV), and the date the exemption would expire for listed configurations determined to be available as specified.

Purchase Agreement Timeline. For government fleet owners, there is a one-year (365 consecutive days) time period to enter into a new purchase agreement under the vehicle delivery delay extension if the manufacturer cancels the purchase agreement for reasons outside of the fleet owners' control.

Backup Vehicle Exemption. Fleet owners may purchase a new or used ICE vehicle and exclude it from the ZEV purchase requirements if it is designated as a backup vehicle, which is operated less than 1,000 miles per year and may exclude miles travelled when the vehicle is operated in support of a declared emergency event.

Daily Usage Exemption. Fleet owners may request a calendar-year exemption as specified to purchase a new ICE vehicle of the same configuration as an ICE vehicle being replaced as specified, if no new Battery Electric Vehicle (BEV) is available to purchase that can meet the demonstrated daily usage needs of any existing vehicle as determined by the criteria specified. If approved, fleet owners must place their new ICE vehicle orders within one year from the date the exemption is granted. Fleet owners may request this exemption only if at least ten percent of their California fleet is comprised of ZEVs or NZEVs.

NZEV Option. Language was modified in the NZEV flexibility option to expand the use of the option to any NZEV with a 2035 or earlier model year to be counted as a ZEV for the whole regulation, except as specified in the Daily Usage and ZEV Purchase Exemptions.

ZEV Infrastructure Construction Delay Extension. Fleet owners may request the extensions as specified if they experience delays due to circumstances beyond their control on a project to install ZEV fueling infrastructure. Fleet owners may only request extensions for ICE vehicles being replaced at the site experiencing the delay. These extensions also apply for locations where the fleet owner has entered into a contract of one year or longer to charge or fuel their ZEVs at a single location prior to beginning the infrastructure project.



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Mutual Aid Assistance. Fleet owners may receive an exemption from the ZEV requirements in which they may purchase new ICE vehicles for up to 25 percent of the total number of vehicles in the California fleet the calendar year the exemption is approved, less the number of ICE vehicles already in the fleet purchased pursuant to an exemption.

Timeline for Regulatory Process:

CARB will be accepting public comment March 23 – April 7, 2023 through a 15-day comment period. The CARB Board is expected to consider the Proposed ACF Regulation April 27-28, 2023.

How to Learn More and Engage:

Website: <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets/about>

Email: zevfleet@arb.ca.gov

Phone: (866) 634-3735

Responding to 15-Day Comment Period (March 23 – April 7, 2023):

Comments may be submitted by postal mail or by electronic submittal no later than the April 7, 2023 due date to the following:

Postal mail: Clerks' Office, California Air Resources Board 1001 I Street, Sacramento, California 95814

Electronic submittal: <https://www.arb.ca.gov/lispub/comm/bclist.php>

March 17, 2023

US Representative Doug LaMalfa
408 Cannon House Office Building
Washington DC 20515

Subject: Support for HR 1586, Forest Protection and Wildland Firefighter Safety Act of 2023

Dear Representative LaMalfa,

We are pleased to announce Groveland Community Services District's (CSD) support for HR 1586, Forest Protection and Wildland Firefighter Safety Act of 2023. Groveland CSD provides water, sewer, fire protection and park services to a rural residential and tourist community located in a very high fire hazard zone just outside the northern entrance to Yosemite National Park. We appreciate your leadership on this critical issue and that the legislation has strong bi-partisan support.

The use of retardant is a vital tool that our firefighters need to have at their disposal. Providing a Clean Water Act exemption so that federal, state, local, and tribal firefighting agencies can continue to use fire retardant is necessary to keep this tool available. Our fire prone communities are at risk every year from the threat of wildfire and we have seen the number and severity of local fires grow rapidly in the recent past. Without the immediate and strategic use of fire retardant on these local fires, there would undoubtedly have been much loss of life and property. In our steep mountain canyons with a significant dead and dying tree population, fire retardant is the only firefighting tool capable of extinguishing small fires and slowing fire growth to allow the thinly stretched fire crews to mobilize.

It is critical for the survival of our communities, forests, and safety of fire crew members to utilize retardant when deemed necessary. We have seen time and again, using retardant slows the spread of fire, protects homes, infrastructure, and communities by creating a boundary line of attack for fire crews.

It is imperative that we maintain our ability to fight wildfires effectively and quickly. Limiting firefighting agencies' ability to do so slow fires will harm regional water quality, forest

conservation, endangered species protection, historic sites preservation, and our mission to protect nearby residents.

Whether dropped from a plane, sprayed from a tanker truck, or hand applied by private homeowners, retardant is a tool that keeps our communities safe and our watersheds from being destroyed from damaging catastrophic wildfires. In the wildland - urban interface, we need this tool readily available to protect critical infrastructure and human life.

We support your efforts on HR 1586. For any questions, please contact Peter Kampa, General Manager, Groveland Community Services District.

Thank you,

Peter Kampa
General Manager

Cc: Groveland CSD Board of Directors

**Operations and Maintenance Report
 March 2023**

Operations Department

Wastewater Treatment Division

Influent Totals	
Total	7.91
Average	0.26
High	0.47
Low	0.12

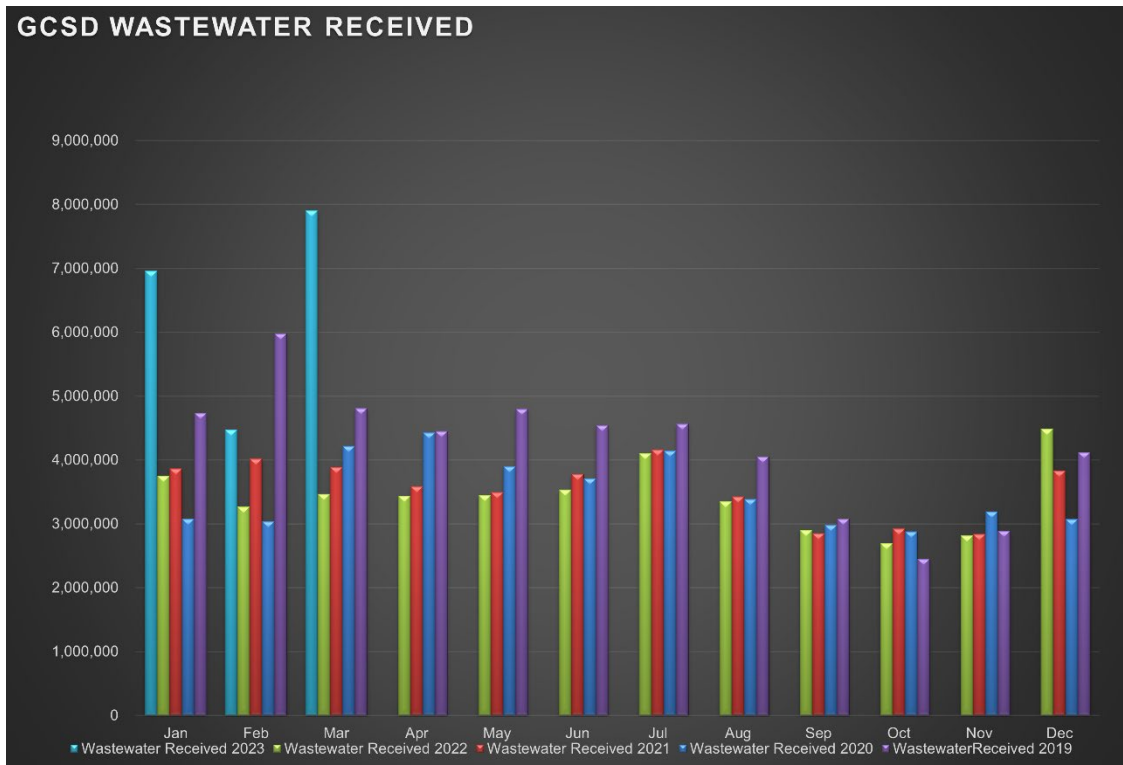
Effluent Totals	
Total	8.33
Average	0.27
High	0.50
Low	0.11

Reclamation Totals	
PML	
Spray Fields	
PML Season Total	
Spray Field Season Total	

Wasting Totals	
Total Inches	140
Total Pounds	3190
Active Accounts	1565

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2023	2022	2021	2020	2019
	68.69	15.91	1.11	3.00	8.33
	High 2.80	High 0.33	High 1.10	High 2.08	High 1.20

Charted Historical Monthly Influent Totals



Wastewater Treatment Division

Routine Tasks

- Took weekly Bac-Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Alpha Lab for testing.
- Completed monthly Wastewater Report and sent to the State Water Resources Control Board
- Completed daily rounds and Lab.

Water Treatment Division

Routine Tasks

- 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 them into Alpha Lab
- Monitored/sampled Distribution Tanks as needed.

Maintenance Department

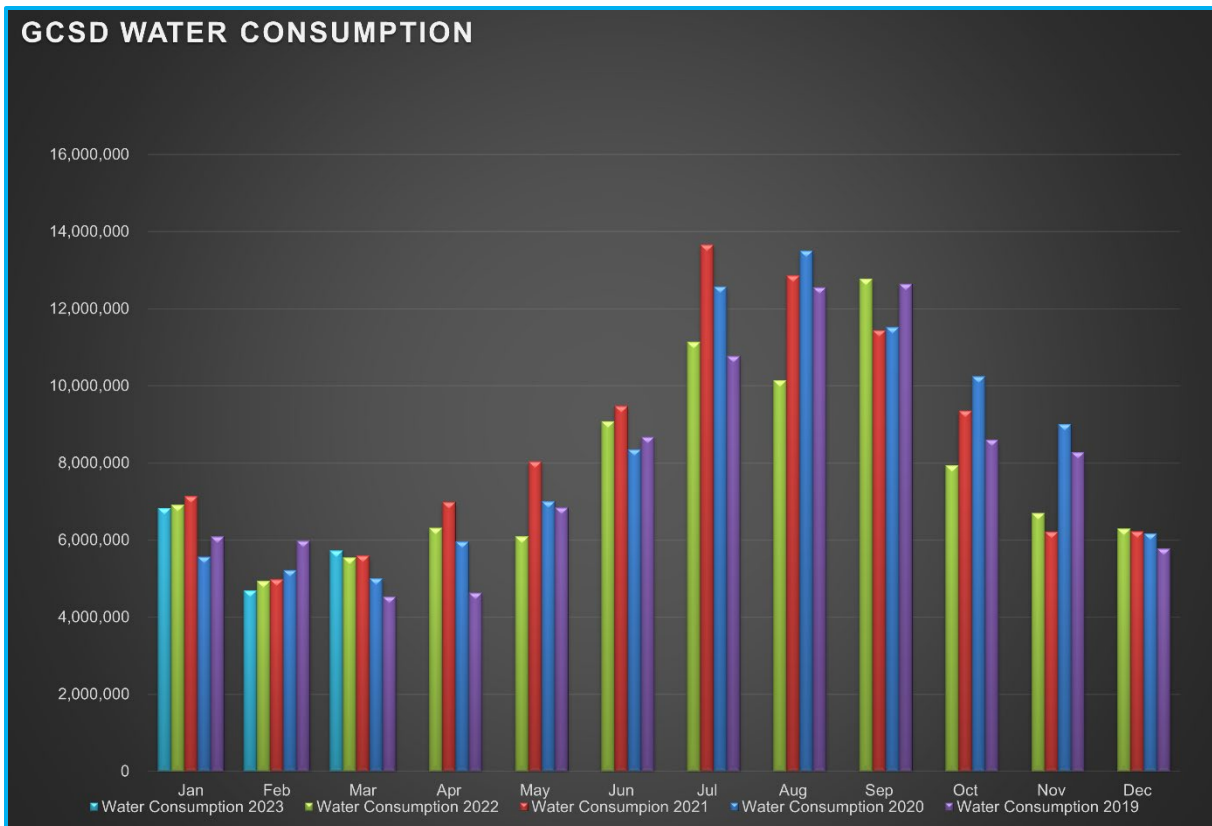
Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	4
Water Meters Installed	0
Monthly Meter Restrictions	0
Meter Lock offs	12
Meter Changeouts	0
Tenant Final Reads	1
Re-Reads	68
Meter Turn-Offs	5
Meter Turn-Ons	13
Meter Tests	1
Winterize Meter	1
Total Meter Related Issues	105

Billed Consumption (Gallons)	2023	2022	2021
Residential	5,370,717	5,235,153	5,272,841
Commercial	357,128	286,963	285,017
Total	5,727,845	5,522,116	5,557,858

Active Accounts	3265
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Charted Historical Monthly Water Consumption



Maintenance and Repair Data

Description	Total
Water Main Leaks / Repairs	1
Water Service Line Leaks / Repairs	1
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	78
Number of Dead-Ends Flushed	19
Water Valves Exercised	1
GIS Points	0

Description	Gallons
Flushing for Water Quality	114,800
Water Loss Due to Leaks / Breaks	96,868

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
11	9	0	5	25

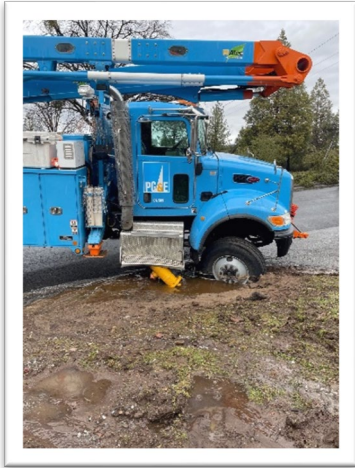
Maintenance and Repair

- **Routine Tasks**
 - Read all District Water Meters
 - Customer Service Calls (Low / High Pressures, No Water, Turn-Ons / Turn-Offs, Etc.)
 - Underground Service Alert (USA) Utility Marking Program
 - Weekly Pump Station Inspections at Tank 2, Tank 4, Tank 5 (Buildings, Tanks, Motors, Pumps, Drives, Communications, Generators, and Auxiliary Equipment)
 - Lock offs for non-payment.

- **Tanks and Pump Stations**
 - Reprogramming of air compressor setting to balance water level in pressure vessel at Tank 4.

- **Distribution System**
 - Water Distribution System Flushing, Unit 12 after hydrant knockdown.
 - Water Distribution System Flushing, Routine
 - Meter box maintenance.

Fire hydrant damaged during storm response.



Water Main Repair – Elder Ln



Wastewater Collection System Division

Description	Total
Manholes Inspected	123
GIS Points	0
Customer Complaint	2
Odor Complaints	0

Description	Total
Flushing/Jetting (Feet)	1750
Video Inspection (Feet)	479

Description	Total
Sanitary Sewer Spills (SSO)	0
SSO Gallons Spilled	0

Maintenance and Repair

- **Routine Tasks**
 - Weekly lift station site inspections (PMCS)
 - Added degreaser and odor control to lift stations.

- **Lift Stations**
 - Cleaned and Inspected: LS9, LS10, LS11, LS12
 - Lift Station 11 – Lube, Oil, and replace filters.
 - Lift Station 11 – Reconnect power connections, R&R battery charger and block heater after storm damage (tree) to electrical drop.

- **Collection System**
 - Flushed/Jetted gravity sewer line areas.
 - Groveland, Bass Pond, Twin Pines Easement Manhole inspections.

Wastewater Treatment Plant Polymer Mixer Upgrade



Our old polymer mixer (left picture) was difficult to use and was an injury waiting to happen.

The operations team discussed their needs with Travis, and they came up with a design to reduce the manual handling of the heavy 55-gallon barrels.

Travis went to work and built a masterpiece (below). Now the barrels can be rolled into place with a dolly. The mixer uses a manual lever to raise up for cleaning and barrel changes.

This will make life so much easier and safer for the Operators.



Parks Division

Maintenance and Repair

- **Mary Laveroni Community Park**
 - Landscape Maintenance
 - Snow plowing and shoveling.
 - Tree work
 - Daily trash and bathroom maintenance
- **Ballfield & Dog Park**

General Maintenance Division

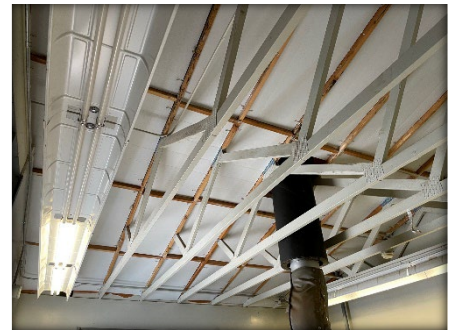
Maintenance By Department

- **Operations Department**
 - 2G Water Treatment Plant
 - Big Creek Water Treatment Plant
 - AWS
 - STP
 - Diagnose and repair blower VFD in headworks building.
 - Vacuum sump in aeration basin.
 - Repair damaged electrical pull box
 - Install new polymer mixer.
- **Maintenance Department**
 - Equipment
 - Monthly Inspect and run at operating temperatures...
 - Rain for Rent, Sullair, Vactron, Cement mixer, Light Tower, STP generator, Dunn Ct Generator, AWS Generator, Standby Generator, Highlands Generator.
 - Vehicles
 - 42128: Install toolboxes and rack. This is our new meter reading truck!
 - 30711: Lube, Oil, and change filters.
 - 70986: Diagnose and repair “electrical drain” issue.
 - 60523: Diagnose and repair “Boost Pressure” sensor
 - 70981: 90 Day Inspection
 - 82330: Repair water pump with MME Service Technician
 - Buildings & Yard
 - General yard cleanliness.
 - Vegetation management.
 - Remove tree (storm damage) from new fence around Reservoir 1.

Contracted Work

- Day Generator Service
 - Generator upgrades at LS1, LS2, LS7, LS8, LS9, LS13, Highlands PS, Big Creek TP, Second Garrote TP, and Admin. Continuing.
- Moyle Excavation
 - Sanitary Sewer Replacement CIP project continuing
- Potable Divers Inc.
 - Cleaning and Inspection 2G Clearwell and Chlorine Contact Tank
 - Cleaning and Inspection Tank 1
 - Cleaning and Inspection Tank 2
- Coldani Insulation
 - Ceiling Insulation at 2G WTP

Workplace Safety and Training



- Routine Safety Meetings
 - Daily Tailgate Meetings
 - Weekly Safety Meetings
 - Weekly Security Checks
 - Weekly Vehicle Inspection

**REGULAR MEETING OF THE BOARD OF
DIRECTORS GROVELAND COMMUNITY SERVICES
DISTRICT GROVELAND, CALIFORNIA
March 14, 2023
10:00 a.m.**

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

Call to Order

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

Director Kwiatkowski is absent.

Authorization from the Board of Directors to Permit Director Kwiatkowski to Attend Meeting Remotely Under AB 2449 "Emergency Circumstances"

Motion

No action taken due to Director Kwiatkowski being absent.

Approve Order of Agenda

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to approve the order of the agenda.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

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.

None.

Information Items

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

Staff Reports

Fire Department Report

CERT Report

General Manager's Report

Operations Manager's Report

Administrative Services Manager's Report

Proclamations

None.

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.

Approve Minutes from the February 14, 2023, Regular Meeting

Approve Minutes from the March 7, 2023, Board Workshop

Accept February 2023 Payables

Waive Reading of Ordinances and Resolutions Except by Title

Motion

It was moved by Director Armstrong and seconded by Director Swan and the motion passed to approve the consent calendar.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

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)

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.

Adoption of a Resolution Awarding a Consulting Services Agreement to NBS Consulting to Perform a Water and Sewer Rate Study

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to adopt Resolution 12-2023 awarding a Consulting Services Agreement to NBS Consulting to perform a Water and Sewer Rate Study not to exceed the budgeted amount of \$80,000.00.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Designating a Board Member to Serve on the Tuolumne Stanislaus Regional Water Management JPA Board of Directors and to Appoint a Staff Member to Tuolumne Stanislaus Watershed Advisory Committee

Motion

It was moved by Director Swan and seconded by Director Edwards and the motion passed to appoint Director Mora to be the primary for the Tuolumne-Stanislaus Regional Water Management JPA, and to appoint Rachel Pearlman as the primary for WAC, and to appoint Peter Kampa as the alternate to both.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Approving the Environmental Documents for the Groveland Community Services District Drought Improvements Project

Motion

It was moved by Director Swan and seconded by Director Armstrong and the motion passed to adopt Resolution 13-2023 approving the Mitigated Negative Declaration for the Groveland Community Services District Drought Improvements Project.

Ayes: Directors Mora, Armstrong, Edwards, and Swan

Absent: Director Kwiatkowski

Adjournment

Meeting adjourned at 11:35am.

APPROVED:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

DRAFT

Accounts Payable Checks



User: dpercoco
Printed: 4/5/2023 10:18:10 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
115871	OE3	Operating Engineers Local #3	3/1/2023	True	PR Batch 00001.03.2023 Oper Engin Union Dues	\$426.44
902587	CAL09	CalPers 457 Plan Administrator	3/1/2023	True	PR Batch 00001.03.2023 CalPers Def Comp	\$1,153.85
902588	DCSS	Dept of Child Support Services	3/1/2023	True	PR Batch 00001.03.2023 Wage Garnish Child Support	\$205.03
902589	EDD01	EDD - Electronic	3/1/2023	True	PR Batch 00001.03.2023 State Income Tax	\$3,021.35
902590	FedEFTPS	Federal EFTPS	3/1/2023	True	PR Batch 00001.03.2023 FICA Employer Portion	\$17,943.33
902591	Orion	Orion Portfolio Solutions	3/1/2023	True	PR Batch 00001.03.2023 Orion 457	\$2,125.00
902592	PER01	Pers - Electronic	3/1/2023	True	PR Batch 00001.03.2023 PERS Employer Exp. PEPR	\$11,437.57
22558	Alp03	Alpha Analytical Labs, Inc.	3/6/2023	True	Operations Lab Testing for Water /Sewer	\$1,565.00
22559	UB*03174	Amos, Judith	3/6/2023	True	Refund Check 008902-000, 11070 Merrell Road Lot 089	\$12.34
22560	ATT03	AT&T	3/6/2023	True	Quarterly Internet Uverse	\$479.40
22561	Ban03	Banks Glass	3/6/2023	True	Admin Door repair	\$1,239.00
22562	CAR06	Carbon Copy Inc.	3/6/2023	True	Monthly Copier Usage	\$52.67
22563	Days	Day's Generator Service, Inc.	3/6/2023	True	Payment #2 for Emergency Generator Replacement Project.	\$304,250.80
22564	DRU01	Drugtech Toxicology Services, LLC	3/6/2023	True	Consortium DOT Tests	\$160.00
22565	GCS02	GCS D	3/6/2023	True	GCS D Water Bill-Sewer Plant 90%	\$4,158.84
22566	GCS01	GCS D Petty Cash	3/6/2023	True	Postage	\$3.99
22567	GEN01	General Plumbing Supply	3/6/2023	True	Plumbing supplies	\$863.60
22568	GEN02	General Supply Co	3/6/2023	True	Breakers for Tank 2 power panel	\$127.10
22569	gilb01	Gilbert Associates, Inc.	3/6/2023	True	Monthly CPA Services	\$3,800.00
22570	UB*03175	Goo, Julia	3/6/2023	True	Refund Check 015698-000, 12280 SUNNYSIDE 8/4	\$75.28
22571	Hun02	Hunt & Sons, Inc.	3/6/2023	True	Fuel & Oil	\$2,857.88
22572	ICAD01	Industrial Control and Design, Inc.	3/6/2023	True	Engineering Time/Travel 33 Hrs. Reg, 2 OT, 1.5 DT for District	\$7,392.50
22573	ind04	Industrial Electrical Co.	3/6/2023	True	2G Booster Pump Repair	\$14,066.35
22574	JSW02	J.S. West Propane Gas	3/6/2023	True	Propane	\$3,644.74
22575	UB*03173	Margossian, Stephan	3/6/2023	True	Refund Check 007423-000, 19685 Golden Rock 1/208	\$67.44
22576	UB*03178	Mittmann, Gerald & Laura	3/6/2023	True	Refund Check 016941-000, 19710 BUTLER WAY 8/233	\$77.34
22577	MOO01	Moore Bros. Scavenger Co., Inc.	3/6/2023	True	30 Yd. Monthly Debris Box Rental	\$1,087.42
22578	MOT03	Mother Lode Answering Service	3/6/2023	True	Monthly Answering Service	\$174.88
22579	MOU03	Mountain Oasis Water Systems	3/6/2023	True	Bottled Water	\$148.50
22580	Moy02	Moyle Excavation Inc.	3/6/2023	True	Trash removal on 37 acre park parcel	\$48,024.00
22581	NBS01	NBS Government Finance Group	3/6/2023	True	Prof. services for Development Impact Fee study for Dec. 2022	\$420.00
22582	Rig01	Right Now Couriers	3/6/2023	True	Monthly Courier Service	\$600.00
22583	UB*03176	Tritto, Ernie	3/6/2023	True	Refund Check 007793-000, 12714 Hetch Hetchy Court 4/515	\$268.71

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
22584	TUO01	Tuo. Co. Public Power Agency	3/6/2023	True	Monthly Public Power Purchase	\$21,475.96
22585	USA03	Usa Blue Book	3/6/2023	True	Pressure Relief Valve for WTP Finish CL2 pumps	\$395.27
22586	Wells	Wells Fargo Vendor Financial Services, LLC	3/6/2023	True	Monthly Lease on Admin Copier	\$359.28
22587	UB*03177	Wenograd, Marvin	3/6/2023	True	Refund Check 010112-000, 19749 Pine Mountain Drive 1/471	\$161.76
115872	OE3	Operating Engineers Local #3	3/13/2023	True	PR Batch 00002.03.2023 Oper Engin Union Dues	\$426.44
902593	CAL09	CalPers 457 Plan Administrator	3/13/2023	True	PR Batch 00002.03.2023 CalPers Def Comp	\$1,153.85
902594	DCSS	Dept of Child Support Services	3/13/2023	True	PR Batch 00002.03.2023 Wage Garnish Child Support	\$205.03
902595	EDD01	EDD - Electronic	3/13/2023	True	PR Batch 00002.03.2023 State Income Tax	\$3,228.62
902596	FedEFTPS	Federal EFTPS	3/13/2023	True	PR Batch 00002.03.2023 Medicare Employer Portion	\$18,660.41
902597	Orion	Orion Portfolio Solutions	3/13/2023	True	PR Batch 00002.03.2023 Orion 457	\$2,125.00
902598	PER01	Pers - Electronic	3/13/2023	True	PR Batch 00002.03.2023 PERS Employee Deduct	\$11,437.57
22588	AIR01	Airgas USA, LLC	3/14/2023	True	Monthly Cylinder Rental-Helium	\$53.46
22589	BLU01	Anthem Blue Cross	3/14/2023	True	Monthly Group Health Ins.	\$28,672.17
22590	AT&T Mob	AT&T Mobility (First Net)	3/14/2023	True	Monthly Field Cell Phone fee	\$1,032.69
22591	BUR01	Burton's Fire Inc	3/14/2023	True	2 switches for Engine 781	\$565.64
22592	Cle03	CleanSmith Solutions	3/14/2023	True	Disinfection/Janitorial Services Monthly	\$5,000.00
22593	EDIS01	E.D.I.S.	3/14/2023	True	Supplemental Health Ins.	\$5,396.31
22594	GRA04	Grainger	3/14/2023	True	PRV's for Water/Wastewater plants, rain gear	\$708.95
22595	H&S	H & S Parts and Service	3/14/2023	True	Adapter for Lift Station force main	\$78.60
22596	Met03	Metro Presort	3/14/2023	True	Monthly UB Statement Processing	\$2,016.93
22597	neu01	Neumiller & Beardslee	3/14/2023	True	Legal Services for January	\$1,288.00
22598	PGE01	PG&E	3/14/2023	True	Monthly Electric Charges	\$743.17
22599	Pin07	Pine Mountain Auto	3/14/2023	True	February Auto parts	\$481.55
22600	pml01	PML Hardware & Supply Inc.	3/14/2023	True	February Hardware supplies	\$804.85
22601	Ross	Ross' Ladder Service	3/14/2023	True	Annual ladder testing, replace 3 ladders	\$799.75
22602	SFPUC	San Francisco Public Utilties Commission	3/14/2023	True	Monthly Water Purchase	\$1,498.50
22603	Sprbrk	Springbrook Holding Company LLC	3/14/2023	True	Monthly Civic Pay C/C Pmt Fees	\$1,384.00
22604	TUO04	Tuo. Co. Clerk & Auditor-Contr	3/14/2023	True	Fish & Wildlife CEQA filing fee for Groveland Drought Resiliancy	\$2,764.00
22605	TUO04	Tuo. Co. Clerk & Auditor-Contr	3/14/2023	True	Tuolumne County filing fee for Groveland Drought Resiliancy	\$50.00
22606	Tuo14	Tuolumne County Recorder	3/14/2023	True	February Monthly subscription for online access to County record	\$243.50
22607	Ver02	Verizon Wireless 5298	3/14/2023	True	Monthly Cell Phone	\$42.61
22608	Ver03	Verizon Wireless 7706	3/14/2023	True	Monthly Auto Dialers	\$7.82
22609	WRT01	Wallace, Robert & Todd	3/14/2023	True	Services for February for Groveland Clean CA implementation	\$1,963.50
22610	UMP01	UMPQUA Bank Comm Card Ops	3/14/2023	True	February Credit Card purchases	\$16,535.41
22611	Chi02	Chicago Title Company	3/16/2023	True	Deposit for Hetch Hetchy RR Park Land Aquisition	\$5,000.00
902599	CAL09	CalPers 457 Plan Administrator	3/29/2023	True	PR Batch 00003.03.2023 CalPers Def Comp	\$1,153.85
902600	EDD01	EDD - Electronic	3/29/2023	True	PR Batch 00003.03.2023 State Income Tax	\$4,733.78
902601	FedEFTPS	Federal EFTPS	3/29/2023	True	PR Batch 00003.03.2023 FICA Employee Portion	\$24,088.92
902602	Orion	Orion Portfolio Solutions	3/29/2023	True	PR Batch 00003.03.2023 Orion 457	\$2,125.00
902603	PER01	Pers - Electronic	3/29/2023	True	PR Batch 00003.03.2023 PEPRA	\$11,686.82
22612	am01	AM Consulting Engineers, Inc.	3/30/2023	True	February Engineering for AWS WTP, Emerg Gen, Sewer Coll	\$48,499.75
22613	ATT02	AT&T	3/30/2023	True	Monthly Cal Net phone service	\$85.98
22614	ATTLT	AT&T (Internet)	3/30/2023	True	Monthly Fiber Internet-Operations	\$594.52

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
22615	UB*03187	Bailey, Dwight & Roberta	3/30/2023	True	Refund Check 017383-000, 20108 Ridgecrest Way 13/285	\$19.94
22616	UB*03186	Baldwin, Jex	3/30/2023	True	Refund Check 007050-000, 19505 Ferretti Road 6/202	\$71.58
22617	UB*03184	Barcus, Beau	3/30/2023	True	Refund Check 017070-000, 20610 LONGVIEW ST 3/313	\$11.53
22618	Car09	Carlson Software Inc.	3/30/2023	True	Software license with annual maintenance fee used for mapping	\$3,905.00
22619	Cascade	Cascade Fire Equipment Co	3/30/2023	True	Four sets of structural fire fighting turnouts	\$21,145.81
22620	UB*03183	Cureton, Roy & Anna	3/30/2023	True	Refund Check 005001-009, 18570 Harper Rd	\$6.86
22621	Dept Wtr	Department Of Water Resources	3/30/2023	True	Annual Dam fee FY 23/24 Groveland Wastewater reclamation permit	\$12,137.00
22622	Fas02	Fastenal	3/30/2023	True	Paper towels, Toilet paper and trash bags , gloves, paint	\$1,137.92
22623	GEN01	General Plumbing Supply	3/30/2023	True	Adapter for Lift station force main bypass , PVC parts	\$188.34
22624	gro10	Groveland Rotary	3/30/2023	True	Refund Park Deposit-Event cancelled	\$145.00
22625	H&S	H & S Parts and Service	3/30/2023	True	Chain for WSL puller setup, Backhoe & Vac-Con parts	\$354.05
22626	Hum02	Humana Insurance Company	3/30/2023	True	Dental Insurance-Monthly	\$3,172.16
22627	Hun02	Hunt & Sons, Inc.	3/30/2023	True	Fuel & Oil	\$866.64
22628	JSW02	J.S. West Propane Gas	3/30/2023	True	Propane	\$3,575.25
22629	UB*03180	Labat, Vera	3/30/2023	True	Refund Check 011294-000, 20705 Rising Hill 3/432	\$13.80
22630	UB*03181	Magno, JR., Francisco	3/30/2023	True	Refund Check 010006-000, 19373 PINE MT DR 1/39	\$9.23
22631	UB*03182	Maringa, Chipo	3/30/2023	True	Refund Check 017115-000, 19289 FERRETTI RD 7/51	\$64.93
22632	met02	Metropolitan Life Insurance Company	3/30/2023	True	Monthly LTD Insurance	\$432.54
22633	UB*03185	Milner, Marlo	3/30/2023	True	Refund Check 016246-000, 20097 Ridgecrest Way 13/191	\$91.94
22634	Min01	Miner's Mart	3/30/2023	True	Diesel fuel-District tank was empty	\$481.41
22635	MIS02	MiscoWater	3/30/2023	True	2 ea. Sigma Pump rebuild kits for Finish CL2pumps for 2G & BC	\$1,713.20
22636	MOO01	Moore Bros. Scavenger Co., Inc.	3/30/2023	True	30 Yd. Monthly Debris Box Rental	\$363.26
22637	neu01	Neumiller & Beardslee	3/30/2023	True	February General District Legal fees	\$1,794.00
22638	pot01	Potable Divers, Inc.	3/30/2023	True	60' Tank 1 Cleaning, 80 Ft. Tank 2 cleaning, 125' 2G Clearwell tank	\$7,500.00
22639	Pri04	Principal Life Insurance Company	3/30/2023	True	Monthly Vision & Life Insurance	\$649.20
22640	Pub01	Public Restroom Company	3/30/2023	True	Progress billing for Park Restroom	\$40,967.00
22641	SUE01	Ray Suess Insurance & Invst	3/30/2023	True	Retired Members Medical	\$4,485.59
22642	Ron01	Rudy, Roni Lynn	3/30/2023	True	Social Media Management	\$2,730.25
22643	SIE03	Sierra Motors	3/30/2023	True	Truck 32 bed liner and storage box	\$493.35
22644	Sta15	Staples Credit Plan	3/30/2023	True	Office Supplies	\$117.23
22645	Tuo14	Tuolumne County Recorder	3/30/2023	True	Monthly subscription to County Records	\$243.50
22646	ULI01	ULINE, Attn AR	3/30/2023	True	3 Storage sheds for Operations, Park Dolly	\$2,185.07
22647	UNI05	Univar Solutions	3/30/2023	True	318 bags Sodium Hypo for Water Plant	\$1,463.12
22648	UB*03179	White, Donald	3/30/2023	True	Refund Check 014885-000, 12415 MILLS ST 8/33	\$100.63
115875	OE3	Operating Engineers Local #3	3/31/2023	True	PR Batch 00003.03.2023 Oper Engin Union Dues	\$426.44
					March Direct Deposit Payroll	\$141,222.77
					March Accounts Payable	\$914,345.61

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7A: Adoption of a Resolution Approving a Revised and Updated District Organizational Chart to Reflect the Replacement of the District Accountant Position with a Finance Officer Position and Related Salary Range

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve Resolution 14-2023 a Revised and Updated District Organizational Chart to Reflect the Replacement of the District Accountant Position with a Finance Officer Position and Related Salary Range.

BACKGROUND:

Management of the District financial affairs is similar to that of private business where enough revenue must be made to cover the day to day operating expenses, pay for equipment replacements and upgrades. However, as a public agency, we spend public dollars and must be accountable and operate in 100% compliance with numerous laws, regulations and industry standards in addition to meeting normal business financial needs.

The financial intricacies and needs of the District have grown exponentially over the last several decades with much infrastructure reaching the end of its useful life with replacement and upgrade planning in full swing. In addition, the District is in progress with \$24 million in grant and loan funded infrastructure replacement and improvement projects funded by four different state and federal agencies with varying accounting and recordkeeping requirements.

The financial administration required to ensure efficiency, transparency and accountability as well as the long term financial viability of the critical public services provided by the District and for compliance with the grant requirements exceeds the current resources of the District, which has become growingly apparent over these years. The District began looking into the option of replacing the District's Accountant position with that of a Finance Officer position when the District's current Accountant announced their retirement.

The District currently contracts with Gilbert and Associates to assist/perform the District's more complicated financial tasks that fall outside of the existing capabilities inhouse. Among these includes:

- Working with District's management to provide Management and the Board of Directors meaningful financial information for analysis and review.
- Serve as an accounting expert to inform and facilitate financial related discussions with the District's management and the Board of Directors.
- Serve as the "audit liaison" for the closeout of the annual financial statements, compile and provide information to the auditor.
- Assist with the preparation of the annual audited financial statements and report, including the following:
 - Statement of Net Position
 - Statement of Activities
 - Governmental Fund Financial Statements
 - Proprietary Fund Financial Statements
 - Reconciliation of Governmental Funds Balance Sheets to the Statement of Net Position
 - Reconciliation of Statements of Revenues, Expenditures and Changes in Fund Balance for Governmental Funds to the Statement of Activities
 - Notes to the financial statements
 - Required Supplementary Information
 - Management Discussion and Analysis
 - Government Accounting Standards Board (GASB) 34 conversion entries to convert the governmental funds from modified accrual to full accrual.
- Prepare and/or review annual audit schedules and support for the auditors.
- Implement new GASB standards for the District.
- Prepare calculations and adjusting journal entries for difficult accounting transactions. For example, complex debt refunding entries, complex revenue recognition rules, and Pension and OPEB Liability calculations, entries, and disclosures.
- Assist with and review the reasonableness of actuarial methods and assumption for the postemployment health care benefits actuary reports.
- Review significant accounting policies to ensure they are up to standards and consistent with other similar government agencies and provide recommendations, as necessary.

The District needs to improve its financial capabilities and processes. What Gilbert and Associates is not able to efficiently provide as an outside contractor is an in-depth, comprehensive understanding of the financial needs and health of the District, as well as:

- Cash and cashflow planning and forecasting
- Reserve and debt planning and management
- Long term and short term project related financial management
- Day to day financial counsel to District staff.

The District is also in need of a position/person to manage the public works construction project accounting process under the Uniform Construction Cost Accounting Act and to conduct the legally required proper accounting and reporting of connection, capacity and development impact fees charged to new development and construction projects.

The goal to replace the current Accountant position with that of a Finance Officer is to have someone inhouse that will able to perform all of the District's finance and accounting needs, including those that are currently needed to improve our financial processes and those performed by Gilbert and Associates.

Management went through the process of researching other public agencies for the proposed position and composed a job description based off of that research and the District's specific needs. This job description was circulated among the existing Accountant and Gilbert and Associates, and the final version is before the Board for consideration. The Finance Officer position and responsibilities are consistent in public agencies of our size and budget.

Management additionally conducted a salary survey for the position using the methodology and comparator agencies that were used in the last salary survey conducted by Koff and Associates, which has also been included for the Board's consideration.

FISCAL IMPACT:

The salary range for the proposed position would be \$113,840-\$138,374 annually. Between the current cost of the District's Accountant position and the contract cost of Gilbert and Associates, the District's current annual expense for financial services is \$129,445. Depending on a candidate's experience and knowledge, the District could either realize a \$15,506 annual cost savings, or an \$8,929 annual cost increase by approving this new position and associated salary range.

Initially, the District would experience a cost increase as it would retain Gilbert and Associates for the period of time until the new Finance Officer became familiar with all of

the District's financial history and processes. This is expected to be anywhere from 3-6 months.

ATTACHMENTS:

1. Finance Officer Job Description
2. Comparator Agency Salary Analysis
3. Salary Range and Placement Chart
4. Revised District Organizational Chart
5. Resolution 14-2023

FINANCE OFFICER

SUMMARY

Under direction, plans, organizes, manages, and performs major Finance functions and activities, including budget development, management reporting, and operational Finance functions such as payroll, accounts payable and cash receipts, and procurement; assists in coordinating assigned activities with other District departments and outside agencies; provides highly responsible and complex professional staff assistance to the Administrative Services Manager, General Manager, and other departments as needed; and performs related work as required and receives direction from higher-level management staff.

DISTINGUISHING CHARACTERISTICS

The Finance Officer is responsible for budgeting, financial reporting for management, the Board of Directors, and supervision of operationally oriented Finance functions. Successful performance requires working independently and demonstrating initiative and discretion. The Finance Officer is responsible for providing professional-level analytical assistance to the Administrative Services Manager in the areas of expertise, with a focus on the interpretation and analysis of financial data and communication of actionable information and recommendations to District management. This classification is distinguished from the Administrative Services Manager in that the latter is responsible for strategic planning and management of all Administrative, Finance, Human Resources, and Information Technology functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, prepares, implements, and controls the District's annual operating and Capital Improvement Plan (CIP) budgets, and periodic financial forecasts. Monitors, analyzes, and reports on all aspects of the District's financial performance, with an emphasis on providing timely analyses and recommendations to District Management; conducts short- and long-term forecasting and financial planning, develops, implements, and maintains budget and management-reporting related systems and applications.
- Serves as Finance focal point for systems that impact Finance operations, such as registration software; identifies and resolves system issues that impact Finance operations.
- Supports General Ledger month end close and cash management process through participation in monthly reviews.

- Posts all activity for Capital Improvement Plan (CIP) transactions and monitors actual and forecasted spending versus project budgets and funding sources. Tracks project progress, payments, expenditures, and reimbursements.
- Organizes and manages District fixed assets
- Prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Develops, implements, and maintains policies and procedures.
- Establishes and maintains internal control procedures and ensures that accounting standards are met for Finance operations.
- Works collaboratively with other departments; confers regularly with other supervisors and managers.
- Serves as District representative with external organizations in relation to Finance matters; attends and/or speaks at meetings, community and professional functions, and conferences, as assigned.
- Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
- Performs District Accounts Payable and Payroll functions.
- Reviews a variety of documents for accuracy and completeness.
- Conducts research, evaluates results, and prepares detailed analyses, reports, presentations, and general and technical correspondence.
- Receives and responds to questions and concerns from internal and external customers; identifies issues and resolves problems or refers to Manager as appropriate.
- Completes special projects as assigned.
- Manages yearly audit process.
- May assist in administering grant programs.
- Assists with District special events, as needed.
- Performs other duties, as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree or equivalent in accounting, economics, finance, business or public administration, or a related field is required.
- Four years of relevant work experience.
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility (such as Payroll).
- Principles and practices of budgeting and management reporting.
- Principles and practices of financial and account document processing and recordkeeping, including accounts receivable and accounts payable.

- Business mathematics and financial and statistical techniques.
- Advanced Excel and PowerPoint techniques.
- Principles and practices of providing a high level of customer service.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Develop, implement, and maintain policies, procedures, work standards, and internal controls for the District and department.
- Manage large and complex budget processes.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Plan, organize, direct, and coordinate the work of technical and support personnel.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Maintain confidentiality.
- Speak effectively in public.
- Research, analyze, evaluate, and implement new methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Make accurate mathematic, financial, and statistical computations.
- Develop, implement, and maintain computer systems and applications, tracking systems, and advanced spreadsheets and databases.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve

and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

DRAFT

Finance Officer			
Rank	Comparator Agency	Classification Title	Top Monthly Salary
1	Turlock Irrigation District	Accountant and Finance Department Manager	\$ 17,826
2	Northstar Community Services District	Director of Finance and Admin	\$ 14,697
3	Amador Water Agency	Accountant	\$ 14,169
4	Tuolumne Utilities District	Finance Director	\$ 14,008
5	South Tahoe Public Utility District	Accounting Manager	\$ 12,746
6	Humboldt Community Services District ^a	[Finance Manager / Administrative Services Manager II]	\$ 11,500
7	Rancho Murieta Community Services District	Accounting Manager	\$ 11,286
8	Groveland Community Services District	Finance Officer	\$ 11,619
9	Twain Harte Community Services District	Finance Officer	\$ 9,735
10	Calaveras County Water District	Accountant II	\$ 8,591
11	Hidden Valley Lake Community Services District	Accounting Supervisor	\$ 7,840
12	San Francisco Public Utilities Commission	Senior Account Clerk	\$ 6,888
13	Clear Creek Community Services District	Accountant	n/a

Summary Results		Top Monthly
Average of Comparators		\$ 11,742
% Groveland Community Services District Above/Below		n/a
Median of Comparators		\$ 11,619
% Groveland Community Services District Above/Below		n/a
Number of Matches		12

**Groveland Community Services District
Proposed Salary Range Schedule FY 2022-23
Board Approved: June 14, 2022
8.7% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
92	411,090	431,645	453,227	475,889	499,683	34,258	35,970	37,769	39,657	41,640	15,811.17	16,601.73	17,431.82	18,303.41	19,218.58	197.64	207.52	217.90	228.79	240.23
93	421,368	442,436	464,558	487,786	512,175	35,114	36,870	38,713	40,649	42,681	16,206.45	17,016.77	17,867.61	18,760.99	19,699.04	202.58	212.71	223.35	234.51	246.24
94	431,902	453,497	476,172	499,980	524,979	35,992	37,791	39,681	41,665	43,748	16,611.61	17,442.19	18,314.30	19,230.02	20,191.52	207.65	218.03	228.93	240.38	252.39
95	442,699	464,834	488,076	512,480	538,104	36,892	38,736	40,673	42,707	44,842	17,026.90	17,878.25	18,772.16	19,710.77	20,696.31	212.84	223.48	234.65	246.38	258.70
96	453,767	476,455	500,278	525,292	551,557	37,814	39,705	41,690	43,774	45,963	17,452.58	18,325.20	19,241.46	20,203.54	21,213.71	218.16	229.07	240.52	252.54	265.17
97	465,111	488,367	512,785	538,424	565,345	38,759	40,697	42,732	44,869	47,112	17,888.89	18,783.33	19,722.50	20,708.63	21,744.06	223.61	234.79	246.53	258.86	271.80
98	476,739	500,576	525,605	551,885	579,479	39,728	41,715	43,800	45,990	48,290	18,336.11	19,252.92	20,215.56	21,226.34	22,287.66	229.20	240.66	252.69	265.33	278.60
99	488,657	513,090	538,745	565,682	593,966	40,721	42,758	44,895	47,140	49,497	18,794.51	19,734.24	20,720.95	21,757.00	22,844.85	234.93	246.68	259.01	271.96	285.56
100	500,874	525,918	552,213	579,824	608,815	41,739	43,826	46,018	48,319	50,735	19,264.38	20,227.60	21,238.98	22,300.93	23,415.97	240.80	252.84	265.49	278.76	292.70

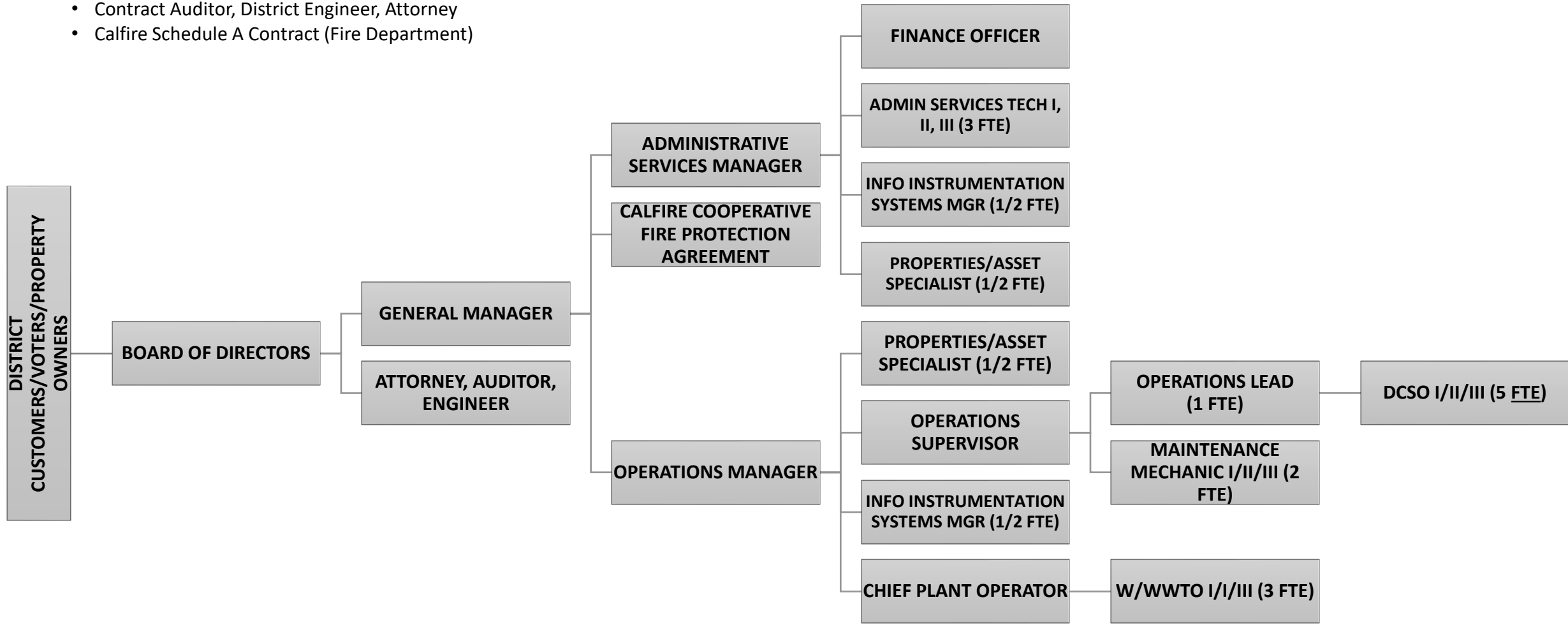
**Groveland Community Services District
Salary Range Placement**

Class Title	Salary Range	Maximum Monthly Salary
Administrative Services Technician I	3	\$4,625
Administrative Services Technician II	7	\$5,105
Administrative Services Technician III	13	\$5,920
Chief Plant Operator	27	\$8,365
Collection and Distribution System Operator I	5	\$4,859
Collection and Distribution System Operator II	11	\$5,635
Collection and Distribution System Operator III	15	\$6,220
Collections and Distribution Lead	19	\$6,865
Accountant	20	\$7,037
Finance Officer	40	\$11,531
Maintenance Mechanic I	11	\$5,635
Maintenance Mechanic II	17	\$6,535
Maintenance Mechanic III	21	\$7,213
Administrative Services Manager	29	\$8,788
Operations & Maintenance Manager	38	\$10,976
Information/Instrumentation Systems Manager	35	\$10,192
Operations & Maintenance Supervisor	27	\$8,365
Water/Wastewater Operator I	9	\$5,363
Water/Wastewater Operator II	15	\$6,220
Water/Wastewater Operator III	19	\$6,865
General Manager	Contract	\$178,464 Annual Salary

GCSD Organizational Chart- Proposed FY 2023-24

APPROVED HEADCOUNT 2-09-2021:

- 21 FTE
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)



RESOLUTION 14-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A REVISED AND UPDATED DISTRICT ORGANIZATIONAL CHART TO REFLECT THE REPLACEMENT OF THE DISTRICT ACCOUNTANT POSITION WITH A FINANCE OFFICER POSITION AND RELATED SALARY RANGE

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, management of the District financial affairs is similar to that of private business where enough revenue must be made to cover the day to day operating expenses, pay for equipment replacements and upgrades; and

WHEREAS, the financial intricacies and needs of the District have grown exponentially over the last several decades with much infrastructure reaching the end of its useful life with replacement and upgrade planning in full swing; and

WHEREAS, the financial administration required to ensure efficiency, transparency and accountability as well as the long term financial viability of the critical public services provided by the District and for compliance with the grant requirements exceeds the current resources of the District, which has become growingly apparent over these years; and

WHEREAS, the District began looking into the option of replacing the District's Accountant position with that of a Finance Officer position when the District's current Accountant announced their retirement; and

WHEREAS, the District currently contracts with Gilbert and Associates to assist/perform the District's more complicated financial tasks that fall outside of the existing capabilities inhouse; and

WHEREAS, the District needs to improve its financial capabilities and processes and is also in need of a position/person to manage the public works construction project accounting process under the Uniform Construction Cost Accounting Act and to conduct the legally required proper accounting and reporting of connection, capacity and development impact fees charged to new development and construction projects; and

WHEREAS, the goal to replace the current Accountant position with that of a Finance Officer is to have someone inhouse that will be able to perform all of the District's finance and accounting needs, including those that are currently needed to improve our financial processes and those performed by Gilbert and Associates;

and

WHEREAS, management went through the process of researching other public agencies for the proposed position and composed a job description based off of that research and the District's specific needs; and

WHEREAS, management additionally conducted a salary survey for the position using the methodology and comparator agencies that were used in the last salary survey conducted by Koff and Associates.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Groveland Community Services District adopts Resolution 14-2023 Approving a Revised and Updated District Organizational Chart to Reflect the Replacement of the District Accountant Position with a Finance Officer Position and Related Salary Range.

WHEREFORE, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on April 11, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors
FROM: Roni Lynn Rudy, Social Media Consultant
DATE: April 11, 2023
SUBJECT: Agenda Item 7B: Discussion and Recommendation Regarding Social Media Platforms

RECOMMENDED ACTION:

District Staff is seeking Board Direction on the Management of the District's Social Media Platforms.

BACKGROUND:

At the regular meeting on February 14, 2023, district staff presented a public comment request regarding the District's Facebook social media management. It was requested by the Board of Directors to place this item on this agenda for further discussion.

Roni Lynn Rudy is the District's Social Media Consultant, and will be presenting an overview of the district's current social media platforms, account and page management, and discussing the type of public interaction we are receiving.

After researching public agency social media standards and discussing this matter internally, staff is recommending that the Board consider a social media policy that provides direction on goals, priorities and requirements. A social media policy is included separately on this meeting agenda.

ATTACHMENTS:

None

Financial Impacts:

None



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors
FROM: Peter Kampa, General Manager
DATE: April 11, 2023
SUBJECT: Agenda Item 7C: Adoption of a Resolution Approving a Social Media Policy

RECOMMENDED ACTION:

I move to Adopt Resolution 15-2023 Approving the District Social Media Policy.

BACKGROUND:

The District adopted a Public Relations line item in the budget in July 2019 for the purpose of creating and managing the District's social media platforms. The District has a Facebook, Instagram and Nextdoor account, these accounts have been operating efficiently by delivering important information and updates related to District business.

The District does not have an official policy in place to govern our social media presence, and staff is recommending that the Board adopt the attached policy, as presented or amended at this meeting, to ensure proper social media practices are in place. The draft policy was developed from examples loaded into the CSDA media library, and adapted for our purposes.

ATTACHMENTS:

1. Resolution 15-2023
2. Draft Social Media Policy

RESOLUTION 15-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING A SOCIAL MEDIA POLICY

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, Section §61040 of the California Government Code requires that the board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager; and

WHEREAS, the District does not have a policy in place for Social Media; and

WHEREAS, a draft Social Media Policy has been prepared and is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt resolution 15-2023 approving a Social Media Policy attached hereto as Exhibit A.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 11, 2023 by the following vote:

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

ATTEST:

Nancy Mora, Board President

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____

POLICY

POLICY TITLE: SOCIAL MEDIA

POLICY NUMBER:

ADOPTED: APRIL 11, 2023

PURPOSE:

The purpose of this Policy is to establish the goals of the District for social media use, provide criteria for choosing social media outlets, identify employees who will represent the District through these outlets, and the type of information that will be conveyed via social media.

The District's presence on social media is not intended to be the primary source of communication with the public and is intended to serve as an extension of the District's communications and outreach efforts, jointly overseen by the General Manager and Administrative Services Manager or their designees. Social media includes any internet-based networking site, including, but not limited to, blogs, Facebook, Twitter, YouTube, LinkedIn, Instagram, and NextDoor.

There are two main purposes for GCSO to have a presence on social media:

1. To disseminate time-sensitive information as quickly as possible, such as in the event of an emergency;
2. To increase awareness and understanding of the services provided by the District by increasing the ability to broadcast its message to the widest possible audience.

Social media is, by nature, interactive. It is inherently less controllable than traditional media and should be undertaken with full awareness that not all comments and conversations will show the District in a positive light. In addition, by creating a presence on social media, the District is potentially creating a community of users who can talk to each other about the District. However, it is an important opportunity to engage the community in a dynamic conversation, quickly convey information, and to address any comments about District programs and services through conversations that are taking place on social media. It affords two-way communication opportunities that are difficult to create through more traditional communication mediums.

POLICY:

1. All District social media sites shall be (1) approved for content by the General Manager or their designee; and (2) approved for safe and responsible use by the Information-Instrumentation Systems Manager.
2. District Administration, Operations and Maintenance departments will work together to use social media proficiently, effectively, and safely to communicate District messages and have meaningful dialogue with the public on relevant topics.
3. Any users of GCSO's social media channels must comply with applicable federal, state, and local laws, and the District's Computer Use Policy. This includes adherence to established laws and policies regarding copyright, records retention, California Public Records Act, e-discovery laws, First Amendment, privacy laws, and information security policies established by the District, and therefore must be able to be managed, stored, and retrieved to comply with these laws.
4. The District reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

5. Each District social media site shall include an introductory statement which clearly states the purpose of the site as an informational outlet. All social media sites shall include an entry that clearly indicates that content posted or submitted for posting are subject to public disclosure.
6. All District social media sites shall clearly indicate that they are maintained by the District and shall have the District contact information prominently displayed.
7. The General Manager shall name a designee to monitor content on social media to ensure adherence to this policy, appropriate messaging, consistent branding, and consistency with the Districts goals.
8. Social media pages will be monitored regularly but not continuously.
9. The District will attempt to reply to comments where appropriate, necessary and possible considering staff time constraints.
10. Comments that are offensive, contain profanity, are from vendors, or spam, will be removed immediately.
11. Any employee who discovers negative comments about the District on the District's, or other, social media sites should notify the General Manager or their designee immediately in order to correct misinformation.

POSTING GUIDELINES:

One of the main goals of social media is to create a *voice* for the District. As such, it is important that content be posted in a similar context or tone across District social media outlets. The General Manager or their designee will work with authorized users to identify the tone and review posts to ensure they align with the *voice* the District is working to convey.

Authorized users are to follow these guidelines when interacting on District social media sites:

- Double check the facts before posting to a site;
- Maintain professionalism, honesty, and respect;
- The tone of social media content is often informal, however staff is encouraged to adhere to the District's more formal writing style whenever possible;
- Some questions cannot and should not be answered on social media. It may be more appropriate to ask the poster (person) to contact the District directly.

TRANSPARENCY

GCSD is committed to using social media to enhance transparency and open communications with customers and the general public. In doing such, the General Manager or their designee will not remove any comments from the public that are negative or disparaging to the District unless the post:

- Contains profane, obscene, or pornographic content and/or language;
- Promotes, fosters, or perpetuates discrimination;
- Makes threats to any person or organization, is defamatory, or is a personal attack;
- Is irrelevant to the topic being discussed.

SOCIAL MEDIA SITES (as of 2023)

Facebook
Instagram
NextDoor



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7D: Adoption of a Resolution Amending the Compensation of Board Members Policy

RECOMMENDED ACTION:

I move to adopt Resolution 16-2023 amending the Compensation of Board Members Policy.

BACKGROUND:

The District adopted resolution 34-19 establishing Board Member Remuneration, in accordance with Director’s Policy 10.3, for attendance at board meetings, training, and other approved events.

Staff has been in the process of reformatting the Operating Policy and Procedures Manual (OPPM) and noticed that the “Compensation of Board Members Policy” is outdated and needs to be updated to reflect the correct daily stipend for District Board members, in accordance with current law.

ATTACHMENTS:

1. Resolution 16-2023
2. Revised Compensation of Board Policy

Financial Impacts:

The Board may increase compensation by resolution annually up to a maximum of 5% of the prior year.

RESOLUTION 16-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE COMPENSATION OF BOARD MEMBERS POLICY

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, Section §61040 of the California Government Code requires that the board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager; and

WHEREAS, the District’s Compensation of Board Members Policy is outdated and in need of update; and

WHEREAS, a revised draft Compensation of Board Members Policy has been prepared and is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby rescind the previous Compensation of Board Members policies and adopt the revised Compensation of Board Members Policy attached hereto.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 11, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____

SECTION 400 FINANCIAL POLICIES

Manager or an outside investigator, will be assigned to conduct an investigation once the subject matter of the investigation and the nature of the alleged dishonest conduct have been determined. At the General Managers' discretion, investigations of criminal conduct may be referred to the appropriate prosecutorial or law enforcement officials for investigation.

The District will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of any losses suffered by the District that are caused by or connected to dishonest conduct prohibited by this Policy.

Establishment of Internal Controls

The General Manager, or his/her designee, is directed to establish and maintain a system of internal controls to prevent and detect fraud, misappropriation of District resources and other dishonest conduct affecting the District, and to institute systems that help the District to promptly identify any indications of such misconduct.

408.23 Violation of This Policy

Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- A. Loss of reimbursement privileges;
- B. Restitution to the District;
- C. The District reporting of the expenses as income to the Board member or employee to state and federal tax authorities;
- D. Civil penalties for misuse of public resources at \$1,000 per day for the duration of the infraction plus three times the value of the unlawful use (Government Code § 8314);
- E. Criminal prosecution for misuse of public resources, the penalties for which include incarceration and disqualification from holding office in California.

408.24 Compensation of Board Members

- A. Consistent with Government Code Section 61000 et seq., each District Board member receives a daily meeting stipend as detailed in the District Salary Schedule of up to \$100 in an amount per day for each day's attendance at meetings as defined in this policy, not to exceed six (6) days of service and/or meetings per month. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy. If two (2) or more meetings are attended by a Board member on any one day, then the Board member may only receive a stipend for one (1) meeting. The Board may increase compensation by resolution annually up to a maximum of 5% of the prior year.
- B. Meetings and Service Subject to Daily Stipend

To be entitled to a daily stipend under this policy, the event in question must constitute one of the following:



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors
FROM: Peter Kampa, General Manger
DATE: April 11, 2023
SUBJECT: Agenda Item 7E: Adoption of a Resolution Amending the Claims Against District Policy

RECOMMENDED ACTION:

I move to Adopt Resolution 17-2023 Amending the Claims Against District Policy.

BACKGROUND:

In October of 2010 the Board of Directors adopted an Operating Policies and Procedures Manual (OPPM). Contained within its 353 pages are dozens of Board policies that provide direction to the General Manager on how to administer the day to day affairs of the District.

The Board has stated its intent of proposing policies for Board adoption that contain clear language providing direction to the General Manager on what the Board expects to be accomplished (policy) rather than exactly how the General Manager is to implement the policy (procedure). One of the policies contained in the OPPM prescribes both the policy and procedures for handling claims against the District. This policy was amended in December 2018 however staff has found that the policy is still too wordy, difficult to understand and too procedural.

District staff is recommending to rescind its existing policy and to adopt a much simpler version of the policy which is attached herein. The text proposed to be removed from the Claims policy will be moved to a written standard operating procedure to assist with implementation.

ATTACHMENTS:

1. Resolution 17-2023
2. Revised Claims Against District Policy

Financial Impacts:

None

RESOLUTION 17-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE CLAIMS AGAINST DISTRICT POLICY

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, Section §61040 of the California Government Code requires that the board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager; and

WHEREAS, the District’s Claims Against District Policy is outdated and in need of update; and

WHEREAS, a revised draft Claims Against District Policy has been prepared and is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby rescind the previous Claims Against District policies and adopt the revised Claims Against District Policy attached hereto as Exhibit A.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 11, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____

GCSD POLICY

POLICY TITLE: CLAIMS AGAINST THE DISTRICT

POLICY NUMBER: 106

ADOPTED: October 11, 2010

AMENDED: December 11, 2018

RESOLUTION: 41-18

106.1 PURPOSE

The Groveland Community Services District (District) is a political subdivision of the State of California and thus subject to the Government Claims Act located in Government Code Sections 810 et. Seq. This policy provides the procedures for the District to follow from when an accident occurs, to receipt of a claim and through the District's reply.

106.2 WHEN AN ACCIDENT OR INCIDENT OCCURS

When an accident or incident occurs, employees ~~should~~shall:

- ~~1. Stay calm and assist any injured or upset individuals;~~
- ~~2. Contact emergency personnel if appropriate (do not transport injured parties in a District or personal vehicle);~~
- ~~3. Collect information by taking photographs, writing down observations, the names of involved parties, license plate numbers, witness information, police report numbers, and so on;~~
- ~~4.1. Only discuss details of the accident/incident with his/her supervisor, the police, the District's insurance provider and District Legal Counsel.~~

~~— At no time are employees to Not assign or admit any responsibility or liability for any actions on behalf of the District or make any related promises. Employees may not make promises to anyone, except that the situation will be investigated by the District. Statements NOT to make include:~~

- ~~● "It was my/our fault".~~
- ~~● "I knew this was going to happen".~~
- ~~● "The District will take care of everything".~~

~~— It is appropriate to express concern and sympathy, but not to the extent it comes across as accepting blame.~~

~~— Statements that are acceptable include~~

- ~~● "I am sorry you were hurt/injured/lost [whatever it is]/ or you feel that way".~~
- ~~● "What can I do to help you?"~~
- ~~● "Is there someone we can call for you?"~~

Section 100 BOARD POLICIES AND ACTIONS

106.3 INQUIRIES REGARDING HOW TO FILE A CLAIM

During or immediately following an accident or incident, employees may be approached regarding the possibility of filing a claim against the District. ~~These informational inquiries can be done in person, by phone, by letter or email, or by a third party. However, a~~All submissions of a claim must be made in writing. Employees ~~should respond that there are~~ are to offer two ways to make a claim, if someone believes the District is responsible for their injury or loss; by submitting a District Claim Form or by letter from the Claimant as detailed below.

106.4 HOW TO FILE A CLAIM (one of the two following methods must be followed):

~~1. Claimant may submit a claim using a completed District Claim Form (attached). NOTE: Form may also be used by District Employees for accidents or injuries.~~

~~1-2.~~ The person wishing to submit a claim ("Claimant") can send a letter addressed to the District that includes the same information following in the District Claim Form.: _____ -

- ~~• Name and address of claimant~~
- ~~• Date, place and circumstances of the occurrence or action which caused damage, injury, or loss~~
- ~~• General description of the indebtedness, obligation, injury, damage, or loss incurred, so far as it may be known at the time of the presentation of the claim~~
- ~~• Name(s) of the employee(s) or witnesses involved with or having knowledge of the accident/incident, if known~~
- ~~• The amount claimed, as of the date of the presentation of the claim, including an estimate of any future amount, including a statement about the basis of the computation of the amount claimed~~
- ~~• Signed and dated by the person making the claim, or another person, on their behalf~~

~~2.1. Claimant may submit a claim using a completed District Claim Form (attached). NOTE: Form may also be used by District Employees for accidents or injuries.~~

106.5 PROCESSING A SUBMITTED WRITTEN CLAIM

When accepting a claim letter or form, employees are not to: comment on or evaluate the information provided; agree to or promise anything (except that the District will investigate their claim and they will be notified); or speculate on the possible outcome. The employee accepting the claim letter or form shall write the day's date, their own name, and submit it to the General Manager's office the same day.

Once a claim letter or form is received, and depending on the situation, the District may respond to the claimant with a letter stating that the District has received the claim and that the District is investigating it.

106.6 GATHERING INFORMATION

Claims will be investigated by assigned District staff, in conjunction with the District's Risk Administrator, the General Manager, and/or the District's Legal Counsel. Information to be collected may include, but

Section 100 BOARD POLICIES AND ACTIONS

is not limited to: Accident/Incident Reports; photographs; observations; District records and reports; police reports; and, written statements from witnesses and other relevant parties.

106.7 FORWARDING POTENTIAL CLAIM INFORMATION

Assigned staff will forward any accident or incident information to the District's insurance provider and the District's Legal Counsel. This should be done as soon as possible.

106.8 DETERMINING THE COURSE OF ACTION

The General Manager, in consultation with the District's insurance provider and/or the District's Legal Counsel, may determine the course of action, on claims of \$50,000 or less. For claims over \$50,000, the Board of Directors, in consultation with the General Manager, the District's Legal Counsel, and the District's insurance provider, may determine the course of action during a closed session Board Meeting.

After the initial investigation of a claim, the claim may be:

1. Accepted, by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims of more than \$50,000
2. Deemed denied by operation of law after 45 days
3. Denied by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims greater than \$50,000
4. Submitted to the District's insurance provider or Legal Counsel for further discussions and resolution of the matter with the claimant

106.9 NOTIFYING THE CLAIMANT

The claimant, or a party representing the claimant, will be notified in writing by the General Manager if a claim is denied or "deemed denied", via the U.S. Postal Service. If a claim is accepted, the District's insurance provider or their Third Party Administrator will contact the claimant and negotiate a settlement.

106.10 THIRD PARTY REPRESENTATION OF THE CLAIMANT

All Claimants who are represented by a third-party (e.g. an attorney) must provide an authorization letter indicating that the third party is authorized to represent the claimant and that the third-party is authorized to act on behalf of claimant and receive information related to the claim. No information should be provided to any third party without an authorization letter from the claimant.

106.11 TIME FOR FILING CLAIMS

CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)

ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7F: Adoption of a Resolution Amending the Water Leak Adjustment Policy

RECOMMENDED ACTION:

I move to Adopt Resolution 17-2023 Amending the District Water Leak Adjustment Policy.

BACKGROUND:

The District revised its Leak Adjustment Policy in January 2019 to allow for bill reductions resulting from accidental water loss due to an indoor plumbing failure. To qualify for an adjustment, per the current policy customers need to meet certain requirements in order to apply for a water and or sewer leak adjustment.

The District on average receives 7-10 requests for leak adjustment per month from customers that have experienced accidental or unknown water loss, and on average 3-5 customers per month that own a second home/vacation rental. The current policy excludes all vacation rental customers from receiving a water and or sewer leak adjustment. The District has had to deny these requests even when the customer experiences a unanticipated leak from underground or unexposed pipes, or some other circumstances beyond the customer's control. This in many cases has resulted in the customer experiencing significant financial hardships and was not the intent of the vacation rental provision of the existing policy. Leak adjustments are not provided when leaks occur due to negligence including lack of plumbing maintenance.

District staff would like the Board to consider amending the District's Leak Adjustment Policy to include; "*No leak adjustments will be granted for properties operated or used as vacation rentals, except those leaks beyond the customer's direct or immediate control occurring on underground or unexposed water lines outside the home*" and other changes that are included in the policy herein.

ATTACHMENTS:

1. Resolution 17-2023
2. Revised Leak Adjustment Policy

FINANCIAL IMPACTS:

The District would no longer receive the higher revenue for gallons charged that are adjusted.

RESOLUTION 18-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE WATER LEAK ADJUSTMENT POLICY

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, Section §61040 of the California Government Code requires that the board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager; and

WHEREAS, the District's Water Leak Adjustment Policy is outdated and in need of update; and

WHEREAS, a revised draft Water Leak Adjustment Policy has been prepared and is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby rescind the previous Water Leak Adjustment policies and adopt the revised Water Leak Adjustment Policy attached hereto as Exhibit A.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 11, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____

Leak Adjustment Policy

106.14 Water & Sewer Account Leak Adjustment Requests

The General Manager and/or their designee shall have the authority to adjust a customer's bill for water and/or sewer commodity charges in instances of an unanticipated leak from underground or unexposed pipes, unauthorized use by others, or some other circumstances beyond the customer's direct or immediate control. Billing adjustments are not issued when there is a visible leak or ongoing leak as identified by billing records such as from outside faucets, sprinklers, and hose bibs or for wasteful use resulting from the customer's negligence.

The General Manager and/or their designee, is authorized to adjust a customer's water or sewer service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or other failures in the property's indoor plumbing system, Approval of leak adjustments are subject to the following conditions:

1. The account shows no record of being delinquent for more than 60 days during the past 24 months
2. One (1) adjustment will be granted within a 24 month period
3. The customer certifies in writing and provides evidence that the problem causing the abnormally high water usage was beyond the customer's direct and immediate control, and has been repaired and/or resolved within fourteen (14) calendar days of being notified or when the leak was discovered
4. Leak adjustments must be applied for in writing within 30 days of receipt of billing
5. No leak adjustments will be granted for loss of water due to irrigation system failures
6. No leak adjustments will be granted for properties operated or used as vacation rentals, except those leaks beyond the customer's direct or immediate control occurring on underground or unexposed water lines outside the home
7. No leak adjustments will be granted during District declared drought status water shortage of State-3 or greater as detailed in the District's Water Shortage Contingency Plan
8. Upon approval, the District will take estimate the amount of the leaked water by comparing the customer's water consumption during the leaked period to the customer's normal water consumption during the same billing period of the prior year(s). The District will adjust the customer's bill for the estimated water leaked that is in excess of the prior year's same billing period for normal consumption and bill each gallon of the leaked water at the District's Base Usage Rate lowest commodity Baseline Usage rate.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Flores, Administrative Services Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7G: Adoption of Resolution Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Approve Adopting Resolution 19-2023, Designating the Applicant's (District's) Agents for Agreements and Related Matters During Emergencies; Cal OES 130 Non- State Agencies.

BACKGROUND:

Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) is required for the District to be eligible to receive State and/or Federal funding to remedy damages related to disasters. A resolution older than three years is invalid. The last Designation of Applicant's Agent Resolution was authorized by the Board on May 12, 2020. The resolution is universal and effective for all open and future emergencies/disasters up to three years following the date of approval by the Board.

The attached Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES Form 130) authorizes the following personnel from the District to act as its authorized agents: General Manager, Administrative Services Manager, and Board President.

ATTACHMENTS:

1. Resolution 19-2023, Cal OES Form 130

Resolution 19-2023

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Groveland Community Services District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Administrative Services Manager, OR
(Title of Authorized Agent)

Board President
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Groveland Community Services District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Groveland Community Services District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 11th day of April, 2023

Nancy Mora, Director; Janice Kwiatkowsk, Director
(Name and Title of Governing Body Representative)

John Armstrong, Director
(Name and Title of Governing Body Representative)

Spencer Edwards, Director; Robert Swan, Director
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Rachel Pearlman, duly appointed and Board Secretary of
(Name) (Title)

Groveland Community Services District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Groveland Community Services District
(Governing Body) (Name of Applicant)

on the April day of 11th, 2023.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7H: Adoption of a Resolution Approving the Hardrock Groundwater Test Well Project and Authorizing Public Bidding

RECOMMENDED ACTION:

I move to adopt resolution 20-2023 to permit public bidding for the Hardrock Groundwater Test Well Project.

BACKGROUND:

The Groveland Community Service District (Groveland CSD, GCSB) provides potable water services to the surrounding community. The Groveland CSD's primary water source is the Hetch Hetchy Reservoir located in Yosemite National Park on the Tuolumne River. Hetch Hetchy is also the principal water source for the City and County of San Francisco and a number of other utilities in the San Francisco Bay Area served by the City and County of San Francisco. Water flows from Hetch Hetchy through the Mountain Tunnel, a tunnel just south of Groveland into Priest Regulating Reservoir. GCSB obtains water from the Mountain Tunnel prior to and upstream of Priest Regulating Reservoir at two locations. These locations are the Big Creek Shaft (the most upstream) and the Second Garrote Shaft.

The water source from the Mountain Tunnel is relatively pristine and, as a result, GCSB has been able to avoid filtration of that source. The City of San Francisco Public Utilities Commission (SFPUC) prepared an application for "filtration avoidance" in 1993. The conclusion was that the Hetch Hetchy water source met all of the eleven criteria for EPA filtration avoidance as of June 29 1993. SFPUC has provided routine monitoring of the watershed and has avoided the need to provide filtration ever since.

During severe drought conditions, SFPUC is able to introduce water from Cherry Reservoir into the Mountain Tunnel through the Lower Cherry Aqueduct. This Cherry Reservoir source of water can supply 200,000+ acre-ft of water but eliminate the filtration avoidance granted in 1993. The last time that Cherry Water was introduced in the Mountain Tunnel was during the 2014 drought.

Since GCSB water supply comes from the Mountain Tunnel downstream from the discharge point from Cherry Reservoir, filtration would be required in order to produce potable water. In 2014, GCSB installed a new water filtration system at the Second Garrote Shaft. However, the capacity of the filtration system at Second Garrote is unable to meet the District's Maximum Day Demand.

In addition to the primary water source, GCSB also has a secondary or Alternative Water Supply (AWS) source. The AWS water source is Pine Mountain Lake. The District installed in 2003 a trailer mounted water treatment plant in PML to be able to provide water to the Community during outages of the Mountain Tunnel. The AWS Water Treatment Plant (WTP) was intended to be a portable WTP.

During severe drought conditions, the Second Garrote WTP and the AWS WTP would not have enough capacity to supply water to the entire service area during maximum day demand. For this reason, the Groveland CSD is proposing a new groundwater well that will supply water to the Big Oak Flat and Tank 5 service areas during severe drought conditions. The introduction of this groundwater well will reduce the demand that has to be supplied from Second Garrote and the AWS systems and will increase fire resiliency.

DISCUSSION:

The adoption of this resolution will allow staff to publicly bid the Hardrock Groundwater Test Well Project to drill and test two determine where final wells will be permanently constructed. Once constructed, the well(s) will provide sufficient redundancy during severe drought conditions to ensure the Groveland CSD can continuously provide potable water to the service area.

FISCAL IMPACT:

Construction costs for the Hardrock Groundwater Test Well Project are estimated to cost approximately \$140,000.00. The costs for the proposed Project will be covered in full by an Urban Multibenefit Drought Relief Grant from the State of California Department of Water Resources.

ATTACHMENTS:

1. Resolution 20-2023
2. Engineers Estimate

RESOLUTION 20-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE HARDROCK GROUNDWATER TEST WELL PROJECT AND AUTHORIZING PUBLIC BIDDING

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

WHEREAS, the District has the authority to construct, operate and maintain sources of raw water supply for potable water purposes; and

WHEREAS, the District needs to construct a new groundwater well to provide sufficient redundancy during severe drought conditions, to reduce the potable water demand from the Second Garrote and Alternative Water Supply service areas during severe drought conditions, and to increase fire resiliency; and

WHEREAS, the District has directed the preparation of project plans and specifications for the drilling and testing of two test well locations, for which sites the design for construction of permanent well pumps and related connecting and control infrastructure will be completed in the future for the selected site(s); and

WHEREAS, the Groveland Community Services District has received an Urban Multibenefit Drought Relief Grant from the State of California Department of Water Resources to fund the Project in whole; and

WHEREAS, the construction of the proposed new groundwater well will have no fiscal impact on the Groveland Community Services District.

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

1. Authorize Staff to solicit bids for the Hardrock Groundwater Test Well Project.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 11, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

ATTEST:

Rachel Pearlman, Board Secretary

Nancy Mora, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____

Groveland Community Services District
Hardrock Groundwater Well Project
Engineers Estimate

Item No.	Item Description	Estimated Quantity	Units	Unit Price	Item Total
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$10,000.00	\$10,000.00
2	Installation 100-foot Conductor Seal Tank 5 Site	1	LS	\$10,275.00	\$10,275.00
3	Drill 8-inch Diameter Hole Tank 5 Site	450	LF	\$23.00	\$10,350.00
4	Air-Lift Water for 15 minutes Tank 5 Site	5	EA	\$75.00	\$375.00
5	Install Test Pump and Ancillary Equipment Tank 5 Site & Pull Pump	1	LS	\$7,000.00	\$7,000.00
6	Operate Test Pump Continuously for 10 days Tank 5 Site	240	HRS	\$100.00	\$24,000.00
7	Permitting and Site Cleaning Tank 5 Site	1	LS	\$3,000.00	\$3,000.00
8	Desyroy Well (assume 500 feet deep) Tank 5 Site	1	LS	\$10,000.00	\$10,000.00
9	Installation 100-foot Conductor Seal AWS WTP Site	1	LS	\$10,275.00	\$10,275.00
10	Drill 8-inch Diameter Hole AWS WTP Site	450	LF	\$23.00	\$10,350.00
11	Air-Lift Water for 15 minutes AWS WTP Site	5	EA	\$75.00	\$375.00
12	Install Test Pump and Ancillary Equipment AWS WTP Site & Pull Pump	1	LS	\$7,000.00	\$7,000.00
13	Operate Test Pump Continuously for 10 days AWS WTP Site	240	HRS	\$100.00	\$24,000.00
14	Permitting and Site Cleaning AWS WTP Site	1	LS	\$3,000.00	\$3,000.00
15	Desyroy Well (assume 500 feet deep) AWS WTP Site	1	LS	\$10,000.00	\$10,000.00
Total Base Bid Price					\$140,000.00



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Donabedian, Administrative Services Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7I: Discussion and Approval of the Submission of an Application to the Clean California Local Grant Program Cycle 2

RECOMMENDED ACTION:

I move to authorize the General Manager to apply to the Clean California Local Grant Program Cycle 2 for Park Improvements.

BACKGROUND:

The District submitted a successful application for Cycle 1 of the Clean California Local Grant Program which included:

- Replacement of the park restroom with a new, larger and more maintenance friendly facility
- Additional trash and recycling receptacles
- Shade cover and enhanced YARTS bus terminal area
- Additional park benches with covers in unshaded areas
- Drought tolerant landscaping design and installation; irrigation renovation and demonstration garden
- Walking paths in the park
- Trailhead informational area and signage
- Removal of trash, debris and abandoned RV on the new 37 acre property purchased
- Restoration of dirt access roads and unpaved trails linking the park to the new property; allowing the property to be opened for walking, hiking, biking and sightseeing

Due to the successfulness of Cycle 1, the state allocated funding for a Cycle 2 of the program.

District staff would like to submit an application for Cycle 2 to include the a few of the park improvements that were applied for in the unsuccessful application to the Rural Recreation and Tourism Grant Program. If successful, this project would include:

- ADA accessibility from upper park to lower park and walking loop
- Creekside Nature Trail and Demonstration Gardens
- Rehabilitation and clean up of lower park utilities

The improvements that were applied for in the Rural Recreation and Tourism Grant were developed from an extensive public outreach and engagement process over the course of several years. The District feels that these improvements meet the goals and objectives of the Clean CA Local Grant Program, and if successful, would also deliver desired park amenities for public use.

FINANCIAL

The total grant ask for these projects is approximately \$634,677. Due to the disadvantaged community designation of this project, the District's match requirement would be 25%, or approximately \$158,669.



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter J. Kampa, General Manager

DATE: April 11, 2023

SUBJECT: Agenda Item 7J: Adoption of a Resolution Approving the Proposal from WRT for Groveland Asset Rehabilitation and Beautification Project Design Assistance and Bid Support

RECOMMENDED ACTION:

I move to adopt Resolution 21-2023 approving the proposal from WRT for Groveland Asset Rehabilitation and Beautification Project Design assistance and bid support in the amount not to exceed the T&M Contract.

BACKGROUND:

On August 10, 2021, the Board of Directors adopted resolution 23-2021 approving Consulting Services Agreement with WRT for the design, CEQA documentation and related Services for the Mary Laveroni Community Park Improvements and Groveland Beautification project.

The District was awarded the grant funds for this project in May of 2022, the project has to be completed by June 2024. WRT has been working closely with District staff and engineers to design the plans for the Park Improvements.

In order to proceed with the Conceptual Construction and Design the District needs to generate necessary construction documents to guide bidders and provide clarity on the full intent of the project developments. The list of drawing include:

- Tree Protection Plan
- Layout plan (inc. furnishings)
- Materials plan
- Planting plan
- Site Sections (if necessary)
- Site Details

Staff is recommending from the Board to except the proposal from WRT for design assistance and bid support.

ATTACHMENTS:

1. Resolution 21-2023
2. WRT Proposal for Clean CA Bid Support

RESOLUTION 21-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSAL FROM WRT FOR GROVELAND ASSET REHABILITATION AND BEAUTIFICATION PROJECT DESIGN ASSISTANCE AND BID SUPPORT

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, on August 10, 2021, the Board of Directors adopted resolution 23-2021 approving Consulting Services Agreement with WRT for the design, CEQA documentation and related Services for the Mary Laveroni Community Park Improvements and Groveland Beautification project; and

WHEREAS, the District was awarded the grant funds for this project in May of 2022, the project has to be completed by June 2024. WRT has been working closely with District staff and engineers to design the plans for the Park Improvements; and

WHEREAS, to proceed with the Conceptual Construction and Design the District needs to generate necessary construction documents to guide bidders and provide clarity on the full intent of the project developments. The list of drawing include:

- Tree Protection Plan
- Layout plan (inc. furnishings)
- Materials plan
- Planting plan
- Site Sections (if necessary)
- Site Details

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt Resolution 21-2023 approving the proposal from WRT for Groveland Asset Rehabilitation and Beautification Project Design assistance and bid support in the amount not to exceed the T&M Contract.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 11, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Nancy Mora, Board President

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, 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 April 11, 2023.

DATED: _____