



**REGULAR MEETING OF THE BOARD OF DIRECTORS**

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 [www.gcsd.org](http://www.gcsd.org)

**AGENDA**

October 10, 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](mailto: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](mailto: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](mailto: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.

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

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



**TELECONFERENCE AGENDA**

October 10, 2023

10:00 a.m.

**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. Approve Order of Agenda**

**2. Public Comment**

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

**3. Information Items**

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

**A. Staff Reports**

- i. Fire Department Report
- ii. CERT Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
- v. Staff and Board of Directors Reports Regarding the 2023 CSDA Annual Conference
- vi. General Manager's Report

**B. Proclamations**

- i. Recognition of Matthew Dickens for his 16 Years of Service to the Groveland Community Services District
- ii. Recognition of Travis Deutsch for his 3 Year of Service to the Groveland Community Services District
- iii. Recognition of Shane Sawyer for his 3 Year of Service to the Groveland Community Services District

**4. Consent Calendar**

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

- A. Approve Minutes from the September 12, 2023, Regular Meeting

- B. Accept September 2023 Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title

**5. Old Business**

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

- A. None.

**6. Discussion and Action Items**

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

- A. Adoption of a Resolution Authorizing the General Manager to Issue a Request for Proposals for Analysis and Development of a Fire Department Revenue Measure(s) Intended to Provide Funding to Maintain and Improve Fire Services Within the District
- B. Consideration of the Addition of Street Lighting Service to the District's Active Powers and the Dissolution of the Groveland Lighting District
- C. Adoption of a Resolution Approving the Design and Construction Plans for the Groveland Asset Rehabilitation and Beautification Project and Authorizing the General Manager to Proceed with Public Bidding
- D. Adoption of a Resolution Authorizing the General Manager to Issue a Request for Qualifications for the Preliminary Engineering, Planning, Design, Construction Management, and Administration for the Hetch Hetchy Railroad Project
- E. Adoption of a Resolution Approving an Agreement with Well Industries, Inc., the Lowest Bidder for the Hardrock Groundwater Test Well Project

**7. Adjournment**

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# Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



Staff Report  
October 1, 2023

To: Board of Directors

From: Andy Murphy, Assistant Chief  
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – September 1, 2023 – September 30, 2023

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## Operations:

On September 18, 2023, at approximately 11:35 AM, GCSD Engine 781 and Tuolumne County Engine 631 were dispatched to a vehicle accident at the 9000 block of Smith Station Road in Groveland, CA. Upon arrival, Engine 781 found two vehicles, both with moderate damage. Both vehicles had their airbags deployed, but all occupants were determined to be uninjured.





**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:

- Pumping
- Area Orientation
- Pre Plans
- Rope Rescue
- Forcible Entry

**Fire Department News:**

On September 14, 2023, E-781 had the privilege of participating in the 2023 49er Festival. We were in the parade, and we also staffed a booth at Mary Laveroni Park. We gave out handouts and gift bags. It was a very fun event, and we were able to interact with many people.

On September 30, 2023, E-781 attended the Groveland CERT Emergency Preparedness Meeting. There were multiple presentations, including ones from Tuolumne County OES, Tuolumne County Animal Services, and Tuolumne County Sheriff's Community Services Unit.



**Fire Chief's Report**  
**October 1, 2023**  
**Page 4 of 4**

Also on September 30, 2023, E-781 attended the Family Fun Day event which was held at Tenaya Elementary School. We participated in several activities, and we provided some handouts to the students. We were also able to show everyone the fire engine and the equipment that is on it.





**MONTH - September 2023**

**STATION 78**

Alarm Sounding	1
Odor Investigation	0
Debris Fire	0
Medical Aid	29
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	4
Smoke Check	2
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	3
Vehicle Accident/Pin in	0
Vehicle Fire	0
<b>TOTAL</b>	<b>41</b>

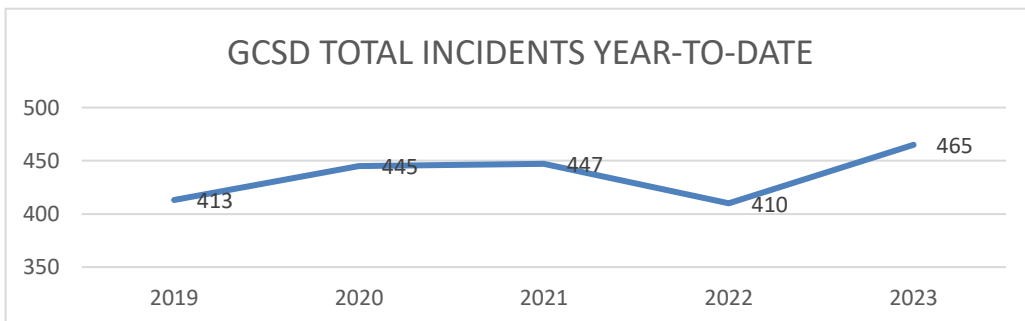
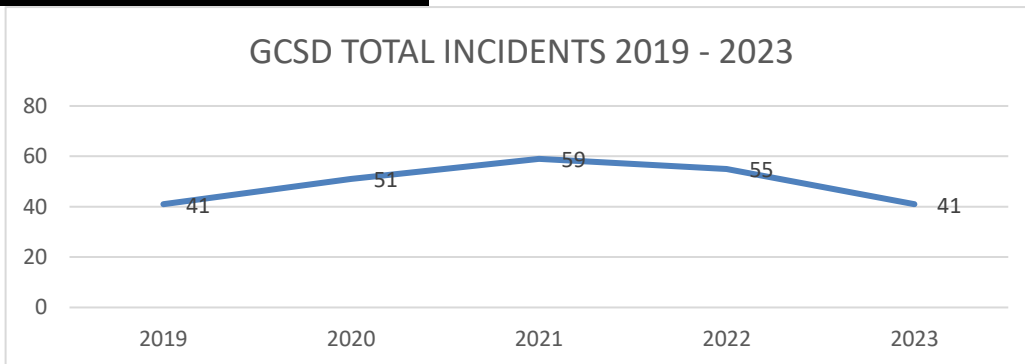


Auto Aid	Given
Tuolumne County	3
INC# 11999 Vehicle Accident New Priest Grade INC# 12456 Medical Aid Highway 120 INC# 12486 Vehicle Accident Smith Station Rd	

ALS	
YES	NO
25	7

**TCFD E-631: 16 CALLS**

**Last Call Logged Run # 13085**



# CERT Groveland/Big Oak Flat/Moccasin

Groveland Community Services District • 18966 Ferretti Road, Groveland CA 95321



Groveland, California

## Report to GCSD Board for October 2023

- GCERT team meeting September 30 was both a team meeting and public Emergency Preparedness Workshop. More than 30 were in attendance. September was National Emergency Preparedness month. Participating with GCERT were TC OES, TC Animal Control, TC Sheriff's CSU. Special thanks to E781 and E631 for supporting us. We counted 5 participants that expressed an interest in joining GCERT.
- GCERT has 25 participants, 26 inquiring people and 14 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 likely in Spring 2024.
- GCERT will be partnering with PML S&SC for First Aid/CPR/AED training in Fall.
- GCERT will hold its next team meeting on October 28th. We plan for a GCERT only meeting and *would like to use the GCSD Board Room from 8a to 12:30p.*
- GMRS is growing. There were less than 20 users. Since GCERT has begun publicizing the use of radios, the number has grown to 80 with another 15 on their way.

The Groveland G.M.R.S. is a community radio communications network utilizing FRS radios. These are about \$30 each, require no license, and would be in typical use

throughout

Groveland/BOF.

These are more expensive, require a license & training.

GCSD would implement a Base Station.



10/5/2023 1:01 PM

[GrovelandCERT@gmail.com](mailto:GrovelandCERT@gmail.com)

FB – CERT – Groveland Area Community Emergency Response Team  
ND – CERT – Groveland Area Community Emergency Response Team

**Operations and Maintenance Report  
 September 2023**

**Operations Department**

**Wastewater Treatment Division**

Influent Totals	
Total	3.11
Average	0.10
High	0.21
Low	0.07

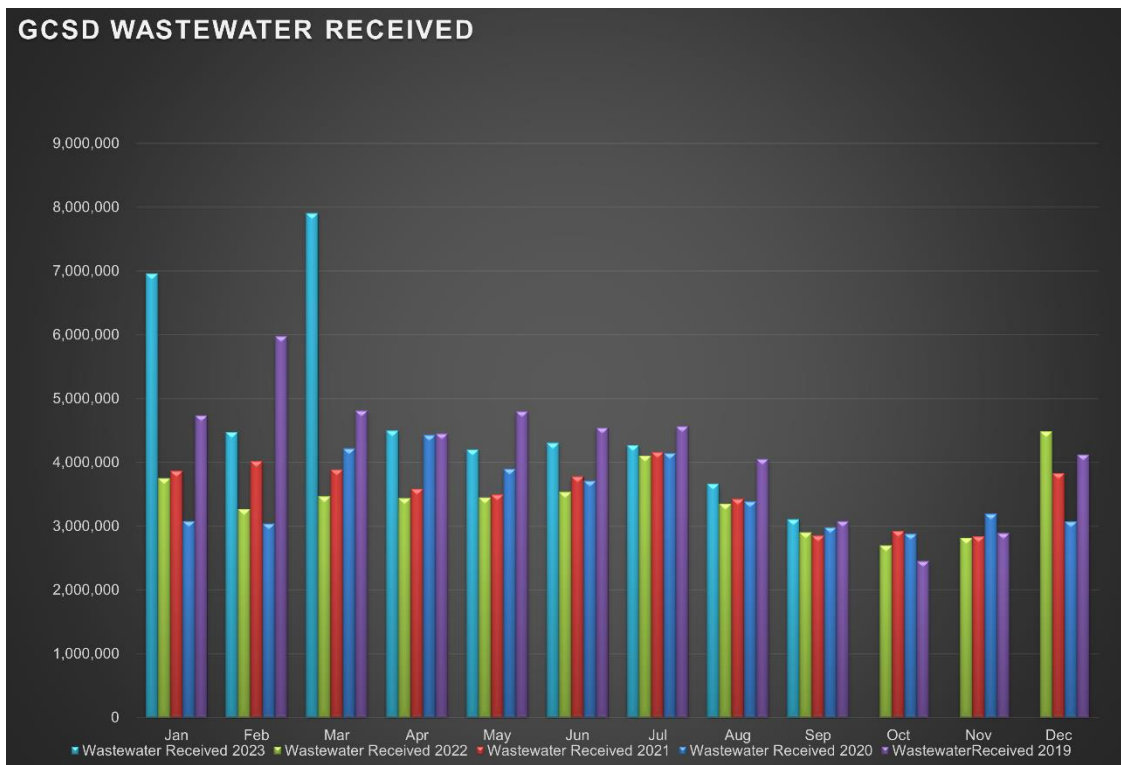
Effluent Totals	
Total	3.12
Average	0.10
High	0.22
Low	0.07

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

Wasting Totals	
Total Inches	143
Total Pounds	2254
Active Accounts	1564

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2023	2022	2021	2020	2019
	1.40	.30	1.87	0.02	0.36
	High 0.25	High 1.31	High 0.02	High 0.03	High 0.32

**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

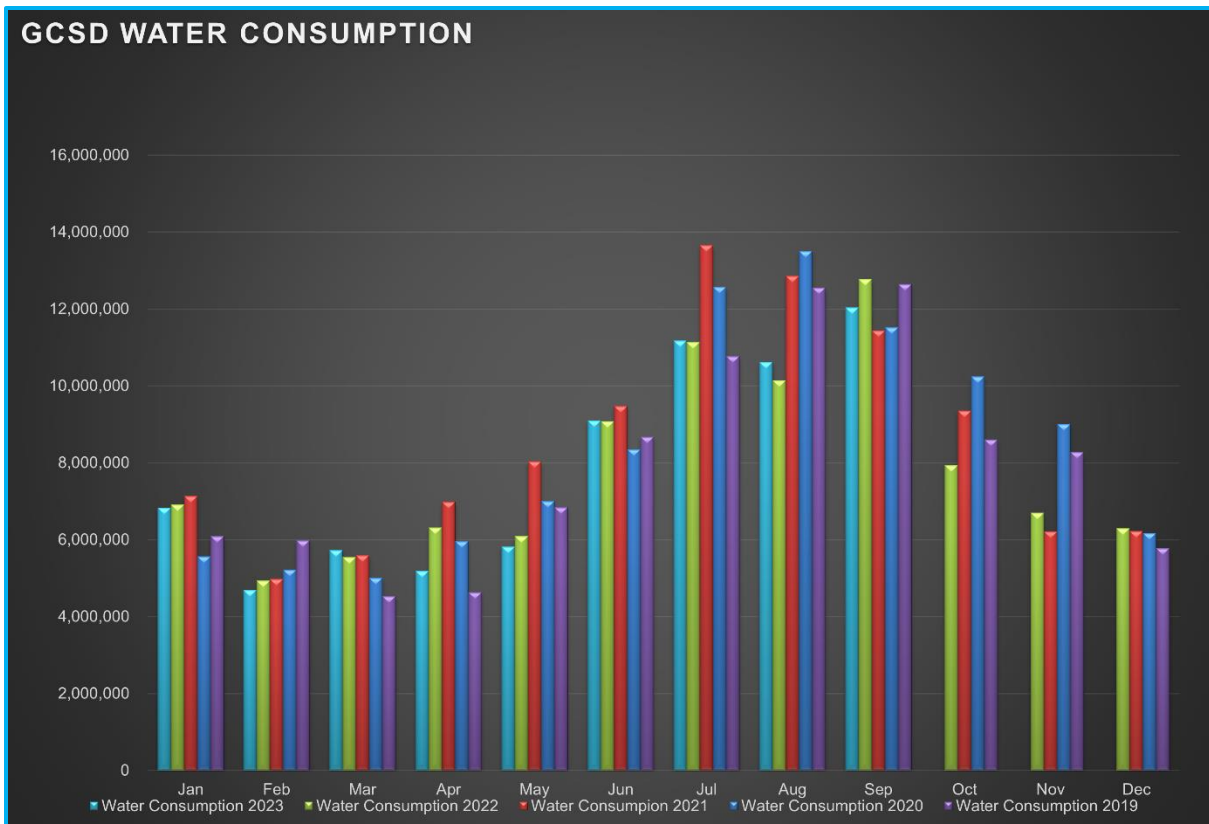
### Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	13
Water Meters Installed	0
Monthly Meter Restrictions	0
Meter Lock offs	0
Meter Changeouts	3
Tenant Final Reads	6
Re-Reads	30
Meter Turn-Offs	2
Meter Turn-Ons	2
Meter Tests	1
Winterize Meter	0
Color/Taste/Odor Complaints	0
<b>Total Meter Related Issues</b>	<b>57</b>

Billed Consumption (Gallons)	2023	2022	2021
Residential	11,154,223	11,891,479	10,652,292
Commercial	880,958	885,484	786,827
<b>Total</b>	<b>12,035,181</b>	<b>12,776,963</b>	<b>11,439,119</b>

<b>Active Accounts</b>	3263
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### Charted Historical Monthly Water Consumption



**Maintenance and Repair Data**

Description	Total
Water Main Leaks / Repairs	0
Water Service Line Leaks / Repairs	1
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	10
Number of Dead-Ends Flushed	0
Water Valves Exercised	0
GIS Points	0

Description	Gallons
Flushing for Water Quality	505,300
Water Loss Due to Leaks / Breaks	300

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
8	11	4	0	23

**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**
  - Clean up gutters and landscaping at Highlands pump station.
  
- **Distribution System**
  - Water Distribution System Flushing
  - Replace meter washers at 20336 Pine Mountain Dr.
  - Repair leaking water service line at 2839 McKinley Way.
  - Install Verizon meter at 20220 Lower Skyridge Dr

Water Service Line Repair – McKinley Way



## Wastewater Collection System Division

Description	Total
Manholes Inspected	106
GIS Points	0
Customer Complaint	8
Odor Complaints	1

Description	Total
Flushing/Jetting (Feet)	0
Video Inspection (Feet)	200

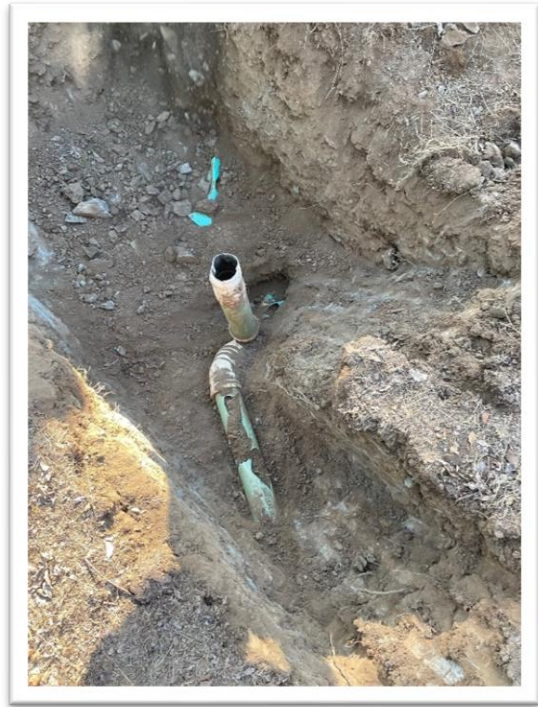
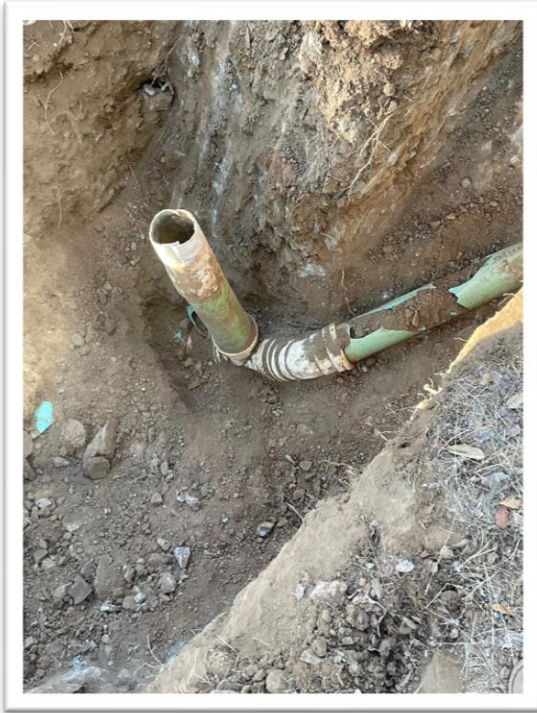
Description	Total
Sanitary Sewer Spills (SSO)	0
SSO Gallons Spilled	0

## Maintenance and Repair

- **Routine Tasks**
  - Weekly lift station site inspections (PMCS)
  - Added degreaser and odor control to lift stations.
  
- **Lift Stations**
  - Cleaned and Inspected: LS1, LS2, LS3, LS4.
  - Manhole Inspections LS11.
  - Trim trees and trees at LS2, LS7, LS9, LS10, LS12, LS14, and Tank 2.
  - Refuel generators at LS3, LS6, LS13, LS14, LS15.
  - Replace block heater on LS16 Generator.
  - Mechanic Inspections/service at LS1, LS2, LS3, LS5, LS6, LS13.
  - Replaced battery charger at LS2.
  
- **Collection System**
  - Flushed/Jetted gravity sewer line areas.
  - Groveland, Bass Pond, Twin Pines Easement monthly manhole inspections.
  - Repair sewer lateral cleanout and relocate out of creek bed at U3/L353.



Sewer lateral repair – Cresthaven Dr



## General Maintenance Division

### Maintenance By Department

- **Operations Department**

- 2G Water Treatment Plant
- Big Creek Water Treatment Plant
- AWS
- STP
  - Debris, brush and fallen tree removal on spray field 3.
  - Install new sprinkler support posts on spray field 1 and 3.
  - Cleanout valve boxes.
  - Clean clarifier, inspect and repair paddle pads, clean OMAR troughs.
  - Installed trash pump in STP chlorine contact tank.
- Reservoir 1 – STP Pond
  - Clean of mud and debris.

- **Maintenance Department**

- Equipment
  - Shop tool maintenance and cleaning.
  - Repair cotton candy machine frame for movies in the park.
  - Service fire house generator.
  - 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

- 70981: Replace motor ECM. Diagnose speedometer. Diagnose and repair auxiliary pump primer. Service auxiliary pump motor.
- 51618: R&R front brake pads and rotors.
- 50817: R&R two broken truck toolbox locks.
- 52331: Diagnose engine codes. Deliver to dealer for warranty repairs.
- Generator Trailer: Replace decking, install new electric brakes, install surplus generator, exercise, and test at Butler bypass pump station.
- 62026: Deliver to dealer for warranty and recall repairs.
- 30711: Repair flat tire/Install tube.
- 60524: Rebuild exhaust piping.
- Buildings & Yard
  - General yard cleanliness.
  - Vegetation management.

## Parks Division

### Maintenance and Repair

- **Mary Laveroni Community Park**
  - Landscape Maintenance.
  - Movies in the park.
  - 49er Festival
  - Daily trash and bathroom maintenance
  
- **Ballfield & Dog Park**
  - Picked up 42 yards of compost from Diestel Turkey Farm for ballfield conditioning.

### Contracted Work

- Womack Striping, Inc. (Moyle Excavation Subcontractor)
  - Park/Fire Station/ Lift Station asphalt resealing.

### Workplace Safety and Training

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

## Surplus Auction Results:

### Paid and picked up as of 10/03/2023.

ID	Inv ID	Description	Buyer Name	End Date/Time	Type	High Bid
2	2	2007 Ford Ranger 4WD Regular Cab Pickup Truck	doucet, carl	9/22/23 5:03PM PT	USD	\$6,655.00
8	8	1985 International S2200 Dump Truck	Miranda, Pierre	9/22/23 5:06PM PT	USD	\$2,775.00
3	3	1997 Ford F-150 4WD Regular Cab Pickup Truck	Mahmood, Khalid	9/22/23 6:06PM PT	USD	\$3,600.00
4	4	1987 Case 580 Super-E Backhoe with 4 in 1 Front Bucket	Hess, Daniel	9/22/23 6:06PM PT	USD	\$13,200.00
7	7	2008 Ford F-350 SD 4WD Utility Bed Pickup Truck	Watts, James	9/22/23 6:09PM PT	USD	\$4,150.00
11	LS2	2003 Olympian D40P2 Generator	Hess, Daniel	9/22/23 7:06PM PT	USD	\$7,100.00
						<b>\$37,480.00</b>

### Paid, Not Picked up as of 10/03/2023.

ID	Inv ID	Description	Buyer Name	End Date/Time	Type	High Bid
1	1	1975 International Loadstar 1800 Vacuum Truck	dainauskus, gary	9/22/23 5:00PM PT	USD	\$580.00
6	6	1971 Miller Top Tilt Equipment Trailer	Lackey, Craig	9/22/23 5:00PM PT	USD	\$1,500.00
5	5	2006 Chevrolet Colorado 4WD Regular Cab Pickup Truck	Warmerdam, Leo	9/22/23 5:39PM PT	USD	\$3,450.00
10	LS13	1999 Olympian D75P1 Generator	fadel, samir	9/22/23 6:03PM PT	USD	\$8,200.00
13	LS7	1998 Olympian D150P2 Generator	fadel, samir	9/23/23 6:00PM PT	USD	\$8,000.00
14	LS8	1996 Generac 2024763 Generator	Simunaci, Brenden	9/23/23 7:06PM PT	USD	\$4,000.00
15	LS9	1996 Generac 2024764 Generator	Simunaci, Brenden	9/24/23 5:03PM PT	USD	\$3,829.00
						<b>\$29,559.00</b>

### Not Paid as of 10/03/2023

ID	Inv ID	Description	Buyer Name	End Date/Time	Type	High Bid
9	2G	1996 Caterpillar Generator 3412	Carr, Naomi	9/22/23 5:03PM PT	USD	\$40,500.00
						<b>\$40,500.00</b>

One item (2003 Olympian D30P4 Generator) was refused by the buyer and relisted for auction.

October 10, 2023

## 2023 CSDA Annual Conference Staff and Board Reports

### **Nancy:**

As has been the case at each of these conferences, the time spent was well with it. The connections and shared experiences with people from other districts are simply invaluable! A few of the seminars I attended were on cyber security, board protocols, and one from a district in Natomas. Probably the most meaningful for me, as board president, was the seminar that discussed some interesting scenarios that have/could come up in a contentious meeting, providing excellent advice on how to (legally) deal with them.

As always, I appreciate the opportunity to attend these conferences.

Nancy Mora, Board President

### **Janice:**

I loved the fact that the entire Board was planning to go this year. There were new accomplishments made this year and we all wanted to celebrate together. We received the renewal of the District Transparency Certificate, the District of Distinction Award, the GM of the Year Award and accepted the CSDA Tuolumne County Chapter Award. We have such a great group of directors with the GM and staff, we have made it an ideal trip for team building. Prior to us attending the conference we discussed the courses we were each going to take, some doubling up, others separately, to get the best education we could for our community. Everything that we learned we were able to bring back to the boardroom and share it through our discussions at each meeting.

I am very thankful for this conference and the group effort it took to accomplish what we had not been able to until now.

Thank you all,

Janice Kwiatkowski, Vice President

### **John:**

The conference was very nice. I did not go to any of the pre-conference activities, but they looked like they were a lot of fun. All the keynote speakers were fantastic, and the breakout sessions were all very good.

I attended the Role of the Board Parliamentary Procedure, Brown Act and Conflicts of Interest. I've taken those courses before but could always use the refresher. I then went to The Brown Act in a Modern World, and it was very good. After lunch it was on to Avoiding Conflicts of Interest and Maintaining Public Trust which I could

always learn more about. On Wednesday I went to Difficult Conversations, Ethics, Complaints Against a Board Member and then the Legislative Update Luncheon. After the luncheon, I attended Surplus Land Act and Special Districts-Know the Impact, then Building an Effective Board Management Team.

All in All, it was a great time and very informative. I was very glad to see Pete get the Manager of the Year award. I always thought that the conferences were a waste of time but now I realize they are very important.

Thank you,

John Armstrong, Director

**Bob:**

I attended the 2023 CSDA Annual Conference both as a Board member from GCSD, and as a Board member of the Special District Risk Management Authority (SDRMA). As in previous years, the organization and amenities of the event were excellent, and thoroughly enjoyable. The core of the activities, however, is always the educational breakout sessions. This year, I tried to focus on financially related topics -- Capital Improvement Projects, debt security pricing, the Federal Reserve, and reserve management. I also attended a quite good review of cybersecurity best practices, and the ever-popular Legislative update, as well as others. I was also lucky enough to be sitting next to Pete Kampa when the General Manager of the Year award was announced. I wish I had thought to have my camera ready. I was also happy to join the rest of the team to accept the District of Distinction certificate.

Robert Swan, Director

**Rachel:**

Attending the California Special Districts Conference was an enlightening and rewarding experience. The conference was a vibrant hub of knowledge-sharing and networking, where professionals from various special districts across the state came together to exchange insights, best practices, and innovative solutions.

One of the six breakout sessions that I attended was “Hearings, Protests and Elections, Oh My!” I attended this session to get familiar with the Prop 218 process. When I first started working at the District in 2017 we were in the middle of a water and sewer rate increase; I hardly knew what a special District was and I had never been part of implementing property-related fees. As we all know the increasing costs of service are common problems for many local agencies and the procedural challenges presented by Prop. 218 for property-related fees can be daunting. I left this session with a much better understanding of rate increases, tax measures and new ideas to keep our constituents informed about the costs of district infrastructure, funding for projects, and services rates. Overall, my experience at the CSDA Conference was both informative and inspiring, reaffirming the importance of special districts in supporting and serving our communities.

Like the Keynote Speaker Matthew Luhn says, “Storytelling is the #1 business skill necessary to connect, motivate, and lead people in today's world.

Tell your story with love,

Rachel Pearlman, Board Secretary

**Pete:**

Will provide his report at the board meeting.

**Luis:**

This year's CSDA Annual conference was one for the record books. While there were multiple things that stood out, I would like to highlight a few. The first was learning about alternative delivery models for capital improvement projects. This breakout session broke down the pros/cons between different procurement methods. The first one being Design-build (DB) projects, which bundles designers and contractors under the same contract. The second was Design-bid-build projects which contract designers and builders independently. The District could benefit by using either one of these model depending on the type of project, and each model is approved by State and Federal funding.

The second is conference networking. These conferences provide opportunities to build professional connections, share ideas, get new ideas, and learn about the latest technologies. Networking teamed us up with Gov-Deals, which is an asset management organization through an online auction platform. They managed the District current auction/surplus which brought in over \$100,000 in sold equipment. Gov-Deals managed the complete auction/surplus except for scheduling pickup. I don't know the complete history of District surplus, but this must be one of the best.

The last and probably favorite part was watching the District take multiple awards and Pete receiving the General Manager of the year award. It just shows how far the District has come and the commitment each employee has for the District.

**Jennifer:**

While there were numerous things learned and taken away from this year's CSDA Annual conference, there are two specific takeaway items I would like to highlight. The first is the information received regarding the changes that occurred to the Surplus Lands Act that specifically impact the District. Among the changes include the requirement that the District must first offer the sale of its land to affordable housing developers before pursuing other options. Interested parties have 60 days to express interest and 90 days to negotiate in good faith. There are two exemptions to this new requirement: 1) If the land is not suitable for public housing and 2) the land is dedicated for other public uses. The state has also activated an enforcement agency to oversee public agency compliance.

The second item I'd like to highlight is the "Public Events to Build Community Equity" breakout session attended. This class emphasized how important events and public gatherings are to the District's communication and public engagement plan. These can create an interactive experience and allows the District to engage the community on a positive footing, building the District's image beyond the services it provides. We put this guidance and information received into action at the 49er Festival, with parade entry of the vac com truck and handing out candy, balloons, and fire department goodie bags for the kids, and an interactive GCSD trivia game with \$10 gift cards to local community businesses at the booth. This both built equity with the community as well as the businesses in the community we serve. I am happy to report that the trivia game at the booth and the information provided by the slide show was overwhelmingly successful and extremely well received by the community. The businesses made multiple comments commending this effort and support by the District, and community members engaged in a much more fun and interactive way both getting to know their community services district staff on a much more personal level while learning so much more about the

District, its history and the services it provides that they benefit from. There were many laughs, hoots and hollering from our booth, and people leaving with smiles on their faces.

Jennifer Donabedian, Administrative Services Manager

**Meghan:**

As a first-time attendee at this year's CSDA Annual Conference, I had a valuable opportunity to gain knowledge and connect with other California Special District professionals.

I participated in the breakout session of "Learn How to Make Your Website Accessible Before a Costly Lawsuit Forces You." This session focused on ADA compliance, State laws for website accessibility, and Web Content Accessibility Guidelines (WCAG). In today's digital age, websites serve as a primary gateway for information and services, making them essential for individuals of all abilities. My biggest takeaways were learning how to properly add external links, adding closed captioning for videos, and how to create a process to verify all documents on the website are compliant. I had an engaging conversation with Streamline, the company behind our website platform, and learned new skills for using their portal to monitor the District's digital accessibility.

I also attended "The California Public Records Act: Don't Get Caught Unaware!" I learned further information on what documents classify as a "disclosable document", deadlines for responding to requests, and what information must be redacted in a document before public copies are provided. The knowledge I took away from this session helped me find clarification in how districts must maintain responsiveness to the demands of public records requests while upholding transparency and accountability in their operations.

Attending the CSDA Conference was a rewarding experience, leaving me with a deeper appreciation of the crucial role special districts play in delivering essential services to communities across California.

Meghan Atkins, Administrative Services Technician



**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
September 12, 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, Janice Kwiatkowski Vice President, 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 Peter Kampa.

**Call to Order**

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

Director Armstrong Absent

**Approve Order of Agenda**

**Motion**

*It was moved by Director Kwiatkowski and seconded by Director Swan to approve the order of the Agenda.*

*Ayes: Directors Mora, Kwiatkowski, Edwards, and Swan*

*Absent: Director Armstrong*

**Public Comment**

None.

**Information Items**

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

**Staff Reports**

Fire Department Report

CERT Report

General Manager's Report

Operations Manager's Report

Administrative Services Manager's Report

**Proclamations**

Recognition of Al Deshaies for his 4 Years of Service to the Groveland Community Services District

**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 August 8, 2023, Regular Meeting

Approve Minutes from the August 14, 2023, Special Meeting

Accept August 2023 Payables

Minutes 09 12 2023

Adoption of a Resolution Accepting a 20 Foot Exclusive Sewer Easement Grant Deed from Christina D. Baines and Wayland Gee, APN 091-130-041-000

Adoption of a Resolution Approving a Maintenance Agreement with Groveland Sports Zone for Leon Rose Ball Field

Waive Reading of Ordinances and Resolutions Except by Title

**Motion**

*It was moved by Director Edwards and seconded by Director Kwiatkowski to approve the Consent Calendar.*

*Ayes: Directors Mora, Kwiatkowski, Edwards, and Swan*

*Absent: Director Armstrong*

**Old Business**

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

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.

Discussion and Update Regarding the Groveland Asset Rehabilitation and Beautification Project Design, Cost Estimate and Bid Documents

**Motion**

*Information Item, no action taken.*

Adoption of a Resolution Approving a Master Funding Agreement Between the District and Tuolumne County Transportation Council for the Hetch Hetchy Trail Project

**Motion**

*It was moved by Director Edwards and seconded by Director Kwiatkowski to adopt Resolution 43-2023 Approving a Master Funding Agreement Between the District and Tuolumne County Transportation Council for the Hetch Hetchy Project.*

*Ayes: Directors Mora, Kwiatkowski, Edwards, and Swan*

*Absent: Director Armstrong*

Consideration of Fire Department Funding Options and the Associated Processes and Schedules, Including Assessments, Special Taxes and Fees

**Motion**

*Board consensus to direct the General Manager to provide a Request for Proposal for a Fire Department Revenue Measure(s) Intended to Maintain and Improve Fire Services Within the District at the next scheduled meeting.*

*Ayes: Directors Mora, Kwiatkowski, Edwards, and Swan*

*Absent: Director Armstrong*

**Adjournment**

The meeting adjourned at 10:59am.

APPROVED:

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Nancy Mora, Board President

ATTEST:

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Rachel Pearlman, Board Secretary

DRAFT



# ACCOUNTS PAYABLE CHECK LISTING

September 2023  
Fiscal Year 23/24  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks



User: mronning@gcsd.org  
Printed: 10/3/2023 1:52:33 PM

Check N	Vendor N	Vendor Name	Check Da	Void	Committ	Description	Amount	Reconcile	Clear Dat
23126	Alp03	Alpha Analytical Labs, Inc.	9/7/2023	False	True	August Sewer Sampling	\$5,745.00	False	
23127	CAN03	CA-NV Sec AWWA Cert Prog	9/7/2023	False	True	A.Klein BPAT Certificate	\$305.00	False	
23128	CAR06	Carbon Copy Inc.	9/7/2023	False	True	Monthly Copier Usage	\$62.97	False	
23129	Cle03	CleanSmith Solutions	9/7/2023	False	True	Disinfection/Janitorial Services Monthly	\$5,000.00	False	
23130	ALL10	ALL SECURE LOCKS AND SAFES	9/7/2023	False	True	Rekey district building / Repaired glass door	\$4,381.27	False	
23131	Fas02	Fastenal	9/7/2023	False	True	Misc. Janitorial& Shop Supplies	\$1,693.11	False	
23132	GEN02	General Supply Co	9/7/2023	False	True	Circuit Breakers for Ball Park Lights	\$225.78	False	
23133	gilb01	Gilbert Associates, Inc.	9/7/2023	False	True	Monthly CPA Services	\$3,800.00	False	
23134	UB*03258	Giuliano, Marc & Susan	9/7/2023	False	True	Refund Check 013266-000, 13199 WELLS FARGO 2/378	\$60.04	False	
23135	GRA04	Grainger	9/7/2023	False	True	Rivet Nuts for general maint.	\$65.30	False	
23136	UB*03259	HHMJ Eaton, LLC	9/7/2023	False	True	Refund Check 007279-000, 12934 1st Garrote 7/116	\$165.67	False	
23137	MIS02	MiscoWater	9/7/2023	False	True	Sigma Pump Rebuild	\$2,402.29	False	
23138	MOO01	Moore Bros. Scavenger Co., Inc.	9/7/2023	False	True	Garbage Service	\$1,235.40	False	
23139	Mor04	Mora, Nancy	9/7/2023	False	True	CSDA Travel Reimbursement	\$111.21	False	
23140	MOT03	Mother Lode Answering Service	9/7/2023	False	True	Monthly Answering Service	\$353.56	False	
23141	MOU03	Mountain Oasis Water Systems	9/7/2023	False	True	Bottled Water	\$157.50	False	
23142	Pea01	Pearlman, Rachel	9/7/2023	False	True	Amazon expense reimbursement	\$2,388.64	False	
23143	PGE01	PG&E	9/7/2023	False	True	Monthly Electric Charges	\$835.78	False	
23144	Pin07	Pine Mountain Auto	9/7/2023	False	True	August auto parts	\$1,579.46	False	
23145	PIN03	Pine Mt. Lake Association	9/7/2023	False	True	Space Rental	\$5,000.00	False	
23146	Pub01	Public Restroom Company	9/7/2023	False	True	Progress Billing - G.A.R.B.P.	\$74,393.00	False	
23147	RLR01	R.L. Righetti Enterprises, Inc.	9/7/2023	False	True	Engine 781 control model	\$2,529.04	False	
23148	SUE01	Ray Suess Insurance & Invst	9/7/2023	False	True	August D.P. Retired Emp Health Ins	\$3,702.50	False	
23149	Rig01	Right Now Couriers	9/7/2023	False	True	Monthly Courier Service	\$840.00	False	
23150	UB*03257	Schultz, Richard	9/7/2023	False	True	Refund Check 014172-000, 19369 FERRETTI RD 2/321	\$323.57	False	
23151	Sprbrk	Springbrook Holding Company LLC	9/7/2023	False	True	August Civic Pay	\$1,434.70	False	
23152	VIC-01	Vic's Towing, Inc.	9/7/2023	False	True	Engine 781 tow	\$812.50	False	
23153	Wells	Wells Fargo Vendor Financial Services, LLC	9/7/2023	False	True	Monthly Lease on Admin Copier	\$359.28	False	
23155	AIR01	Airgas USA, LLC	9/20/2023	False	True	Monthly Cylinder Rental-Helium	\$63.10	False	
23156	am01	AM Consulting Engineers, Inc.	9/20/2023	False	True	August Projects	\$37,861.13	False	
23157	BLU01	Anthem Blue Cross	9/20/2023	False	True	Monthly Group Health Ins.	\$28,231.32	False	
23158	CAD01	CALCAD	9/20/2023	False	True	Parcel data CalCad GIS site	\$1,711.50	False	
23159	CWEA	CWEA	9/20/2023	False	True	Collections III Cert Renewal - Luis Melchor	\$108.00	False	

Check N	Vendor N	Vendor Name	Check Da	Void	Committ	Description	Amount	Reconcile	Clear Dat
23160	DIS01	Dish Network	9/20/2023	False	True	Satellite TV for FD	\$232.80	False	
23161	DMV03	DMV Renewal	9/20/2023	False	True	Salvage Title Fee	\$25.00	False	
23162	Du-A01	Du-All Safety, LLC	9/20/2023	False	True	Hazardous material business plan(County & State)	\$1,875.11	False	
23163	EDIS01	E.D.I.S.	9/20/2023	False	True	Supplemental Health Insurance	\$4,568.51	False	
23164	Fas02	Fastenal	9/20/2023	False	True	Traffic Safety Cones	\$490.35	False	
23165	FOO01	Foothill-Sierra Pest Control	9/20/2023	False	True	Pest Control	\$171.00	False	
23166	GCS02	GCSO	9/20/2023	False	True	GCSO Water Bill-Fire Dept.	\$9,901.24	False	
23167	GCS01	GCSO Petty Cash	9/20/2023	False	True	Movies in the Park	\$129.12	False	
23168	GRA04	Grainger	9/20/2023	False	True	Grainger Red Pass Annual Membership	\$138.35	False	
23169	Kle02	Klein, Andrew	9/20/2023	False	True	49er Festival Reimb	\$50.00	False	
23170	LOW01	Lowe's Companies, Inc.	9/20/2023	False	True	Admin upgrade supplies	\$286.12	False	
23171	dic02	Matthew Dickens	9/20/2023	False	True	DOT Medical Exam	\$75.00	False	
23172	mel01	Melchor, Luis	9/20/2023	False	True	2023 CSDA travel reimb	\$236.28	False	
23173	MOO01	Moore Bros. Scavenger Co., Inc.	9/20/2023	True	True	Garbage Service	\$1,041.82	False	
23174	Oreil	O'Reilly Auto Parts	9/20/2023	False	True	August Auto parts	\$585.40	False	
23175	pml01	PML Hardware & Supply Inc.	9/20/2023	False	True	August 2023 supplies	\$783.01	False	
23176	Ron01	Rudy, Roni Lynn	9/20/2023	False	True	Social Media Management	\$2,730.25	False	
23177	SFPUC	San Francisco Public Utilities Commission	9/20/2023	False	True	Monthly Water Purchase	\$14,096.08	False	
23178	STA02	State Wtr. Res. Control	9/20/2023	False	True	D. Dalton D2 Certificate	\$80.00	False	
23179	TUO01	Tuo. Co. Public Power Agency	9/20/2023	False	True	Monthly Public Power Purchase	\$31,786.62	False	
23180	Tuo14	Tuolumne County Recorder	9/20/2023	False	True	Monthly subscription to County Records	\$243.50	False	
23181	ups9	UPS	9/20/2023	False	True	Monthly shipping	\$64.88	False	
23182	USA03	Usa Blue Book	9/20/2023	False	True	Meter box lid, manhole hook, etc.	\$555.75	False	
23183	UMP01	UMPQUA Bank Comm Card Ops	9/7/2023	False	True	Uniforms - S. Sawyer	\$13,031.78	False	
23184	Tri 01	Triple J Farms	9/26/2023	False	True	42 yards of compost.	\$3,018.02	False	
23185	Aquafix	Aquafix	9/27/2023	False	True	Sanitary sewer lift station treatments	\$5,852.49	False	
23186	AT&T Mol	AT&T Mobility (First Net)	9/27/2023	False	True	Monthly Field Cell Phone fee	\$1,463.61	False	
23187	FP Mail	FP Finance (Monthly pmt)	9/27/2023	False	True	Monthly Postage Machine Rental	\$20.83	False	
23188	GEN01	General Plumbing Supply	9/27/2023	False	True	PVC Parts & PVC glue for water plants	\$173.21	False	
23189	HAC01	Hach	9/27/2023	False	True	PH Tester & Chemicals	\$4,078.28	False	
23190	Hum02	Humana Insurance Company	9/27/2023	False	True	Dental Insurance-Monthly	\$3,165.09	False	
23191	ICAD01	Industrial Control and Design, Inc.	9/27/2023	False	True	Engineering	\$700.00	False	
23192	ITR01	Itron Electric Metering Co Inc	9/27/2023	False	True	CS Tech Support - Labor	\$600.00	False	
23193	Kam02	Kampa, Peter	9/27/2023	False	True	CSDA 2023 Annual Conference Reimb	\$1,698.56	False	
23194	Met03	Metro Presort	9/27/2023	False	True	Monthly UB Statement Processing	\$2,103.32	False	
23195	Met04	Metron-Farnier, LLC	9/27/2023	False	True	New Water Meters	\$8,597.60	False	
23196	met02	Metropolitan Life Insurance Company	9/27/2023	False	True	Monthly LTD Insurance	\$470.45	False	
23197	NBS01	NBS Government Finance Group	9/27/2023	False	True	Impact/Rate /Dev Fee Study	\$3,100.00	False	
23198	Pri04	Principal Life Insurance Company	9/27/2023	False	True	Monthly Vision & Life Insurance	\$620.09	False	
115890	OE3	Operating Engineers Local #3	9/1/2023	False	True	PR Batch 00001.09.2023 Oper Engin Union Dues	\$395.98	False	
115916	OE3	Operating Engineers Local #3	9/21/2023	False	True	PR Batch 00002.09.2023 Oper Engin Union Dues	\$395.98	False	
115917	OE3	Operating Engineers Local #3	9/26/2023	False	True	PR Batch 00003.09.2023 Oper Engin Union Dues	\$395.98	False	
902659	CAL09	CalPers 457 Plan Administrator	9/1/2023	False	True	PR Batch 00001.09.2023 CalPers Def Comp	\$1,153.85	False	

Check N	Vendor N	Vendor Name	Check Da	Void	Committ	Description	Amount	Reconcile	Clear Dat
902660	EDD01	EDD - Electronic	9/1/2023	False	True	PR Batch 00001.09.2023 State Unemp Ins	\$3,815.53	False	
902661	FedEFTPS	Federal EFTPS	9/1/2023	False	True	PR Batch 00001.09.2023 Medicare Employer Portion	\$20,339.08	False	
902662	Orion	Orion Portfolio Solutions	9/1/2023	False	True	PR Batch 00001.09.2023 Orion 457	\$2,525.00	False	
902663	PER01	Pers - Electronic	9/1/2023	False	True	PR Batch 00001.09.2023 PEPRA Employee	\$13,668.53	False	
902664	CAL09	CalPers 457 Plan Administrator	9/15/2023	False	True	PR Batch 00002.09.2023 CalPers Def Comp	\$1,153.85	False	
902665	EDD01	EDD - Electronic	9/15/2023	False	True	PR Batch 00002.09.2023 State Unemp Ins	\$3,708.58	False	
902666	FedEFTPS	Federal EFTPS	9/15/2023	False	True	PR Batch 00002.09.2023 Federal Income Tax	\$21,220.72	False	
902667	Orion	Orion Portfolio Solutions	9/15/2023	False	True	PR Batch 00002.09.2023 Orion 457	\$2,525.00	False	
902668	PER01	Pers - Electronic	9/15/2023	False	True	PR Batch 00002.09.2023 PERS Employer Exp.-Classic	\$13,668.52	False	
902669	CAL09	CalPers 457 Plan Administrator	9/26/2023	False	True	PR Batch 00003.09.2023 CalPers Def Comp	\$1,153.85	False	
902670	EDD01	EDD - Electronic	9/26/2023	False	True	PR Batch 00003.09.2023 SDI - Employee	\$3,597.20	False	
902671	FedEFTPS	Federal EFTPS	9/26/2023	False	True	PR Batch 00003.09.2023 Federal Income Tax	\$19,696.82	False	
902672	Orion	Orion Portfolio Solutions	9/26/2023	False	True	PR Batch 00003.09.2023 Orion 457	\$2,675.00	False	
902673	PER01	Pers - Electronic	9/26/2023	False	True	PR Batch 00003.09.2023 PEPRA Employee	\$13,668.52	False	
						Payroll Direct Deposit	\$150,198.81		
						<b>TOTAL ACCOUNTS PAYABLES</b>	<b>\$581,692.12</b>		



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 10, 2023

**SUBJECT:** Agenda Item 6A: Adoption of a Resolution Authorizing the General Manager to Issue a Request for Proposal for Analysis and Development of a Fire Department Revenue Measure(s) Intended to Provide Revenue to Maintain and Improve Fire Services Within the District

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to adopt Resolution 44-2023 Authorizing the General Manager to Issue a Request for Proposal for Analysis and Development of a Fire Department Revenue Measure(s) Intended to Maintain and Improve Fire Services Within the District.*

### **BACKGROUND:**

Once again at our September 12th, 2023, the board thoroughly discussed our structural fire department budget deficit, and subsequently directed staff to initiate a process to secure a professional consultant to evaluate our options for some type of revenue measure to be voted on by registered voters and or property owners, to allow the fire department to remain staffed and critical equipment to be replaced when needed. We have attached as additional background documentation the agenda submittal from last month's board meeting and agenda item regarding this matter.

The purpose of this agenda item is for the board to consider approval of the request for proposal and authorize for it to be publicly distributed. In particular staff would like to ensure that we are in alignment with the board on the expectations for this critically important work and therefore we ask for your focus on the scope and schedule of work, as well as the proposal evaluation criteria contained in the request for proposals (RFP).

What is unique about an RFP is, rather than telling the consultant exactly which way to go in terms of a special tax or property assessment, in this process we are allowing professional consultants to propose an approach and scope of work that they believe will accomplish the objectives of the district.

### **ATTACHMENTS:**

1. Resolution 44-2023
2. September 12th, 2023, board meeting agenda submittal regarding fire department funding



### 3. Request for Proposals

**FINANCIAL IMPACT:**

Other than staff and Board time in review of proposals, there is no direct cost at this step of the process. Once proposals are received and consultant contracts negotiated, we will then be able to inform the board of the fiscal impact of the work. We have budgeted \$40,000 in the current fiscal year for the work.

**RESOLUTION 44-2023**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ISSUE A REQUEST FOR PROPOSAL FOR ANALYSIS AND DEVELOPMENT OF A FIRE DEPARTMENT REVENUE MEASURE(S) INTENDED TO PROVIDE REVENUE TO MAINTAIN AND IMPROVE FIRE SERVICES WITHIN THE DISTRICT**

**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 identified a serious funding shortfall in its fire department budget; and

**WHEREAS**, if allowed to continue, this budget shortfall will result in the inability to fund the Schedule A Cooperative Fire Protection agreement with CAL FIRE by the 25/26 fiscal year; and

**WHEREAS**, the district desires to contract with a professional municipal finance consultant for the purpose of evaluating options for increasing fire department revenue, and establishing either a special tax and/or property assessment proposal to be brought before the voters in 2024; and

**WHEREAS**, the first step in securing the right professional consultant for this work is to issue a request for proposals; and

**WHEREAS**, a request for proposals has been prepared and is attached hereto.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY** adopt Resolution 44-2023 Authorizing the General Manager to Issue a Request for Proposal for Support of Emergency Response and Fire Protection Services Revenue Measure.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on October 10, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

APPROVE:

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Nancy Mora, Board President

ATTEST:

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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 October 10, 2023.

DATED: \_\_\_\_\_



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** September 12, 2023

**SUBJECT:** Agenda Item 6C: Consideration of Fire Department Funding Options and the Associated Processes and Schedules, Including Assessments, Special Taxes and Fees

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

*Provide direction to staff to secure a proposal(s) from qualified consultants for the development of the desired fire revenue measure(s) and supporting processes and schedules, to be considered by the Board at a future meeting.*

### **BACKGROUND:**

Since 2019, the board has been regularly discussing the financial shortfalls of the district fire department, including the fact that the cost of the CalFire Schedule A contract alone exceeds the total amount of property tax revenue received on an annual basis; not including any department operating costs, administrative costs or equipment replacement. Had it not been for several drought years where the district was not charged by Cal Fire to keep the Amador station open during the winter, the GCSB fire department fund balance would likely have been depleted by this time.

In our favor, the cost of the Schedule A contract came in under budget for all years but last year and the county has funded an engine Co-located in our fire station. This has resulted in an estimated fire department cash balance adequate to fund the fire department for up to the next two years only. This two years of funding assumes that there are no breakdowns of major equipment, such as having to replace a fire engine. Operating the Groveland fire department to its last dime is an extremely risky proposition and we must plan our financial future now.

As you will remember, in 2019 the district began down the road of preparing a special tax measure to be voted on by registered voters within our district boundaries, and then choose to form a joint powers authority with the county to submit a countywide ballot measure to fund fire departments. Unfortunately, the countywide Measure V failed, and no additional

funding has been made available to GCSD for its fire department. As we have also discussed continuously, we are operating the fire department with the minimum amount of staffing on an engine and reducing the cost of the Schedule A contract is not possible, in fact that cost is increasing over 5% per year in the coming years. We'll need to have an increase in fire department revenue by the end of the 2024/2025 fiscal year. The purpose of this discussion is to secure board direction on our next steps to increase revenue for the fire department.

Following are several options to increase fire department revenue:

1. **Cost recovery fees** – Charged for responding First Responder Fee (Medical, Non-Resident)

The principal rationale for a First Responder Fee is that County Fire services have expanded beyond traditional fire suppression activities that are generally supported by property taxes. In recent years fire department operations have changed from pure fire suppression to also medical services, which has shifted the balance for financing these services from primarily property related taxes to a combination of property taxes and user fees. Fees for first responder medical fees could be charged to insurance companies of patients who are treated or evaluated by GCSD Firefighters for medical services.

The revenue/reimbursement for services provided by this fee would have to be closely evaluated to determine if the administrative cost of seeking reimbursement would outweigh the costs recovered. Response to structure and vehicle fires should also be evaluated. Many insurance companies include reimbursement to fire departments for response and fire protection activities related to a loss. A municipal finance consultant would be needed to evaluate the potential for increasing revenue by charging response fees.

## 2. **Fire Parcel Benefit Assessment/Fire Parcel Tax**

A **Fire Parcel Benefit Assessment** is a set fee that assesses a parcel annually, based upon established criteria (a specific benefit to the fee payers) and would be used exclusively to fund local GCSD Fire operations. A parcel assessment requires a simple majority plus one and is voted on by the property owners. One of the requirements of a parcel benefit assessment is the creation of an engineer's report on an annual basis. This report provides detailed analysis of the direct benefit received in relation to the revenue generated. One of the drawbacks of a parcel assessment is that it can be easily repealed with a simple majority.

A **Fire Parcel (Special) Tax** is a tax that assesses a parcel annually, based upon established criteria, and would be used exclusively to fund local GCSD Fire operations. This tax requires 2/3 majority of registered voters. No engineer's report is required; however, GCSD

Fire would keep the Board and public informed of how the funds are utilized on a frequent basis.

The Fire Parcel Benefit Assessment and/or Fire Parcel Tax could be a simple flat rate per parcel per year or it could be assessed only on those improved parcels that contain a structure. Another option includes breaking down parcels into different rates for different types-Residential, Multi-Family Residential, Commercial/Industrial, Mobile Home/Trailer Parks, Agricultural Land, Vacant Land, Agricultural Buildings, Hotel/Motels. Generally, special taxes also increase by a standard rate each year, often tied to a CPI or flat percentage increase. Court decisions and state law tend to favor assessment/tax structures based on land use type and building square feet.

Many local fire districts and governmental entities utilize parcel special taxes, assessments, and fees for fire, including Twain Harte Community Services District, Mi Wuk Sugar Pine Fire Protection District, Ebbets Pass Fire Protection District, Stanislaus County, Mariposa County, Calaveras County and Mono County.

### **3. Development mitigation/impact fees**

Fees charged to new land development projects or building projects to offset the cost of providing fire services to new development, including purchasing additional engines and building new fire stations or expanding existing. The District has completed an impact fee study and adopted a fee, which was to be collected by the county on development, and paid to the GCSO. However, within months after the Board approved the fee, the law changed and we now need to revise the fee calculation method; a process that is nearing completion.

### **4. Community Facilities Districts**

Community facilities districts or CFDS are a mechanism to allow the district to levy a special tax on new development projects to fund the operating cost of expanding the fire department to serve new development. Where development impact fees can only be used to fund equipment and infrastructure, staff find the staff, fuel, insurance, and all other non-capital costs of the department. The policy of the GCSO Board is for new land subdivision projects and large commercial development projects to form CFD's to offset the future cost of expanding the fire department.

Staff is recommending that we continue with the process of requiring the large new land development projects to form CFD's and to pay development impact fees, thereby ensuring that new development does not negatively impact our current level of services. In addition, staff recommends that we seek proposals from qualified municipal finance firms for the evaluation, recommendation, and assistance with implementation of the optimal long term

funding mechanism for the Groveland fire department, be it special tax or property assessment pushed to the voters and/or property owners for consideration.

**ATTACHMENTS:**

None

**FINANCIAL IMPACT:**

None at this time.

# **Groveland Community Services District**

**Issued: October 11, 2023**



## **REQUEST FOR PROPOSALS (RFP)**

**Support of Emergency Response and Fire Protection  
Services Revenue Measure**

**Deadline for Submission of Proposals:**

**November 9, 2023, 4:00pm**



**SECTION ONE: ACTIVITIES AND SCHEDULE**

ACTIVITY	DATE
• Release of published RFP	October 11, 2023
• Deadline for RFP responses to be received by District	November 9, 2023
• Review Committee evaluates and ranks proposals	November 13, 2023 - November 17, 2023
• Notice of contract award (Tentative)	November 20, 2023
• Contract executed (Tentative)	November 21, 2023

**SECTION TWO: GENERAL RFP SUMMARY**

The Groveland Community Services District is seeking proposals from qualified consultants to provide Emergency Response and Fire Protection services revenue measure public polling and engagement, planning and Special Tax and/or Assessment Engineering services.

Prospective firms are required to provide team qualification, proposed work plans, schedules, and other related items as described in this Request for Proposals. The deadline for submitting proposals is 4:00PM on October 27, 2023.

**SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW**

The Groveland Community Services District is seeking proposals from qualified consultants to provide Emergency Response and Fire Protection services revenue measure public polling and engagement, planning and Special Tax or Assessment Engineering services.

Established as mining camps in 1852, Groveland and the nearby town of Big Oak Flat were once thriving California Gold Rush towns. After the decline in gold production, the historic town of Groveland made its mark offering hospitality to weary travelers coming to and from Yosemite National Park. Located only 26 miles from the northern entrance to the Park on Highway 120, today Groveland is the most convenient gateway for tourists coming from the San Francisco Bay Area, Sacramento, Stockton, or Modesto.

Although Groveland boasts a population of approximately 3,000 full-time residents, this number more than triples during the summer months. The parcel count is approximately 2,944. Visitors are attracted to both the magnificent beauty of our area, as well as the many recreational opportunities offered nearby. Our quiet hilltop community has managed to retain much of its old west charm, and still boasts the oldest continuously operating saloon in California. Travelers enjoy playing golf at Pine Mountain Lake’s 18-hole golf course, taking in the sun at one of the numerous recreational lakes nearby, fishing, hiking, and of course sightseeing.

It is important to note that an income survey performed by a contractor for the State Water Resources Control Board resulted in reported incomes ranging from a low of \$22,000 per year to a high of \$1.8 million per year. The survey also reported that 48% of the survey respondents were transient owners, meaning that they did not live in their home full time. In Groveland, primarily in the gated Pine Mountain Lake community, many of these vacation homes are now

being operated as short term rentals. We have seen a significant increase in population load year round versus just on the weekends and holidays. Unfortunately, the district has been unable to locate data or documentation regarding the number of short-term rentals and their occupancy rate to assist in determining population changes and impacts to our services.

The Groveland Community Services District (GCSD) was formed in 1953 to provide public services to the growing community, and to address the need for a solid water supply and wastewater treatment. GCSD provides water treatment and distribution; sewer collection, treatment, and disposal; fire protection/emergency response, and park services to the community and its visitors.

Population growth rate is basically non-existent. The Community Services District has no direct control over the County General Plan, which was last updated in 2018. Land Use control is a responsibility of Tuolumne County. Consistent with the County General Plan, there is limited current growth potential within the District boundaries.

The Groveland Fire Department started as an all-volunteer operation in the early nineteen hundreds. The citizens of Groveland formed the Groveland Community Services District in 1953. The District was successor to the Groveland Sewerage and Water District. In addition to its water and sewerage tasks, the District also added garbage collection, parks, and street lighting, as well as providing "Protection against fire." Given the strong volunteer force at that time and the small size and growth expectations of what is now the District, the leadership over the decades never anticipated the need for a tax structure to pay for many, if any, full-time, career firefighters. Long-time residents may remember this as "yesterday;" but growth occurred and Proposition 13 left special districts that relied on property taxes especially vulnerable, and the pressures on the volunteers decimated their ranks. This left the District with no choice but to start a career-staffed fire department and to ask the property owners to assess themselves to pay for it.

In 1986, the District hired its first full-time fire chief and assessed its first parcel assessment. In 1988, the District hired its first full-time firefighter and constructed Fire Station #1 on State Route 120 in the center of Groveland. In 1990, the District went back to the voters and requested a second parcel assessment. This, too, passed with a two-thirds majority and generated about \$80,000 per year from 1990-1994. The District hired its second firefighter in 1990. The District hired its first full-time engineer in 1995. By 1999, the staff was 1 fire chief, 3 engineers, and 11 volunteers. In 2000, the District increased the staffing by hiring three full-time firefighters. Using reserve funds earmarked for an engine purchase, the District purchased its first new fire engine. In 2001, the property owners approved another benefit assessment on 3502 Single Family Residential Equivalents (SFRE) which generated approximately \$250,000 annually and sunset in 2011/12. In 2012, a Special Tax measure was placed on the ballot to replace the expired assessment, which ultimately failed to achieve even a majority vote.

With only ad-valorem property taxes remaining to fund the fire department, the District chose to abolish its paid-staff department and to enter into a Schedule A Cooperative Fire Protection Agreement with CAL FIRE; initially a less expensive alternative. The current cost of the CAL

FIRE Schedule A contract alone, not including operating costs or equipment/apparatus replacement, consumes almost 92% all of the ad valorem property taxes received; 8% of property taxes are allocated to the District's Park Fund for its operation and maintenance costs. Approximately \$400,000 annually in increased revenue is needed to balance the budget, and another \$260,000 annually to fund the equipment/apparatus replacement needs of the department. The GCSD Fire Fund balance is estimated to be depleted by June 30, 2025 unless additional revenue is raised.

**SECTION FOUR: REVENUE MEASURE CONSULTING  
SERVICES GOALS AND OBJECTIVES**

The goals of this consulting work in development of the Fire Department Revenue Measure are to select a consultant that will get to know the profile of the community and:

1. Develop a funding measure or measures with the highest degree of potential success for being approved by the voters or property owners
2. Provide a long term funding source for the department, adequate to fund the full cost of operations and equipment replacement

The project objectives, anticipated efforts and deliverables include, but are not limited to:

1. Evaluate the history of the District fire department and its revenue sources, associated successes and failures
2. Understand the voter and property owner makeup in terms of what type of measure they will be most likely to support
3. Conduct the polling necessary to advise the GCSD Board of Directors on the likelihood of support of a fire revenue measure, be it a property assessment, special tax or combination thereof, and its acceptable amount(s)
4. Quickly develop recommendations to the GCSD Board of Directors on the type and schedule for the revenue measure(s) being proposed
5. Develop public engagement and measure outreach processes and documents
6. Prepare supporting memoranda and submittals for Board consideration of items, and prepare draft notices, resolutions and ballot language for review by District counsel

**SECTION FIVE: SCOPE OF WORK**

The consultant will be required to evaluate and make recommendations regarding the fire department revenue measure type and amount with the highest potential for voter approval; according to a schedule that allows the District to levy the tax or assessment in the 2024/2025 fiscal year. The consultant will first establish a public engagement process with the intent of developing broad public support for the measure. The consultant will gather the information necessary to make a solidly supported funding measure type and schedule recommendation to the GCSD Board. Once the desired revenue measure type(s) is (are) approved by the Board, the consultant will assist the workgroup, Board and staff in preparing outreach methods and assist in the preparation and review of related materials, and attend working group or Board committee

meetings. The consultant will fully prepare the District Board for approval of the measure, and to submit the measure for election. Legal review of resolutions, notices and ballot measure language will be provided by District counsel.

The anticipated work scope includes:

1. Preparation of a summary report of the findings associated with public polling; and
2. Development of a recommendation to the Board regarding the appropriate revenue measure type to prepare and advance to the voters and/or property owners for approval; and
3. Development of the tax application methodology and/or benefit assessment methodology for Board approval; and
4. Prepare the assessment engineer's report if this revenue option is chosen; and
5. Assistance in the public outreach and engagement process development for a successful measure; and
6. Prepare the draft ballot language and assist with the voting process as appropriate
7. Preparation of agenda submittals, draft resolutions and other supporting documents

<b>SECTION SIX: SERVICES TO BE PROVIDED BY CONSULTANT</b>
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1. **Review existing plans, budgets, assessment reports and related documents.**
2. **Attend Meetings.** Attend an in-person kick-off meeting with a Board Committee and District staff to begin the project. Initial recommendations will be made by Consultant at this meeting regarding the identification, orientation and role of a community based working group. Meet or confer with District and CAL FIRE staff as needed by phone, virtually or email. Attend three meetings of the Fire Funding Workgroup and/or Board Ad-hoc Committee, two of which will be in person. Attend two meetings of the Board of Directors to support the recommended revenue measure type and to present the measure's cost application methodology and final ballot language.
3. **Conduct Analysis.** Conduct the necessary analysis of zoning, property types, land use, occupancies, incidents and response rates and types, response trends and other data to devise the appropriate application methodology.
4. **Prepare Report on Revenue Measure options, considerations, schedule and estimated revenue generation.**
  - a) Prepare and submit draft revenue measure options and supporting documentation to staff/working group for review.
  - b) Prepare final draft revenue measure options and recommendation report to the Board for approval.

5. **Prepare Draft Ballot Measure Language and Assist in Drafting the Supporting Board Resolution and Staff Submittal.**
  - a) For an Assessment District Formation, prepare the required Assessment Engineer's Report.
  - b) Conduct or assist the District in conducting a mail (assessment) ballot measure process.
  
6. **Time Schedule.** Supply a time schedule for the consultant's recommendations and Board approval of the desired revenue measure type, Board approval of the measure and the voting process. The revenue measure must be approved by the voters in time for levy on the 2024/25 tax rolls.
  
7. **Public Relations and Outreach.** Provide a draft recommended procedure for public engagement in development of the revenue measure and a draft recommended measure outreach strategy. Develop one draft press release and one draft informational flyer summarizing the evaluation, findings and recommendations of the measure, its importance and implications of its success and failure, as appropriate.

<b>SECTION SEVEN: SERVICES TO BE PROVIDED BY THE DISTRICT</b>
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The services to be provided by the District include, but are not necessarily limited to the following:

1. **Furnish Data.** Furnish all reasonably available records and information, including reports, budgets and audits, projected future revenue and expenses, related Board and public presentations, entities and groups for engagement.
2. **Master Plans.** Provide electronic copies of Master Plans or other documentation.
3. **Customer and Property Owner Data.** Provide customer lists, and lists of property owners.
4. **Staff Support.** Coordinate work group, Board and/or Committee meetings, staff meetings, provide staff submittals for Board meeting action items, provide for legal review of methodologies and ballot language as necessary, support and assistance as required and agreed to in advance of the study.

<b>SECTION EIGHT: PROPOSAL PACKAGE</b>
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Proposals are to be straightforward, clear, concise, and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information.

Each proposer must submit their proposal package electronically, which may include a link to an online/cloud based file repository or website which must have all final files uploaded by the proposal submittal deadline.

## **PROPOSAL ELEMENT**

### **1. Qualifications and Experience**

Identify the individuals who will be responsible for directly conducting and preparing the evaluation and recommendations. Describe the background and experience of the individuals who will actually perform the services including individual experience in polling, conducting surveys and preparing reports for similar projects.

Provide a list of five similar revenue measures that your firm has undertaken. For each project, please list the following:

- Project name, location, population served by the entity and other relevant information to determine the comparability with the GCSO funding measure.
- Detailed description of the services performed, and the time period in which they were performed, and whether the measure was approved by the voters.
- The name and telephone number of at least one reference for the project that can attest to the quality and effectiveness of the Consultant's work.

### **2. Methodology and Approach**

The Proposal shall describe the methodology and approach that the Consultant will use to perform the requested services, and develop the desired report and recommendations. At a minimum the proposal should include the following:

- A description of the step by step process that the consultant will utilize to evaluate the appropriate revenue measure type, conduct polling, the methods to be used to engage and inform the public, and how the measure application methodology (special tax and/or assessment) will be determined.
- A list of the proposed tasks and the effort proposed to be devoted to each.
- A schedule of milestones and tasks, and estimated dates of completion for each task.

### **3. Fee Proposal**

A fee proposal shall be included separately from the proposal itself, and can be either mailed to the District or sent as a separate email attachment and named "Confidential Fee Proposal." The fee schedule shall be broken down into three main categories shown below, and listing the cost by major steps and tasks identified as your recommended approach and methodology. Provide a cost subtotal of each of the three categories below and a total estimated cost of items A, B and C using the number of meetings listed in the this RFQ Section 6, Item #2:

- A. Revenue measure opportunities evaluation, development and support through ballot, less travel and meeting costs which are included separately in Item C below
- B. Public engagement and outreach broken down by task
- C. The cost of attending in-person meetings in Groveland

Emailed electronic proposals must be received, **NO LATER THAN November 9, 2023 by 4:00pm.**

**Proposals are to be sent to: Jennifer Donabedian, Administrative Services Manager at [jdonabedian@gcsd.org](mailto:jdonabedian@gcsd.org)**

If sending sealed Fee Proposal via mail, send to:

**Groveland Community Services District  
18966 Ferretti Rd.  
Groveland, CA 95321**

<b>SECTION NINE: SELECTION OF CONSULTANT</b>
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Timely received proposals will be reviewed by GCSO staff and Board Ad Hoc Committee who will make a recommendation of contract award. Staff and the committee will assess and rate the Consultant's proposals based upon the following criteria:

- Responsiveness to the RFP
- Qualifications of individuals to be assigned to this project
- Experience and demonstrated success of the Consultant in preparing similar revenue measures for entities located in rural communities
- Success of consultant's other revenue measures in receiving voter approval
- Evidence that the Consultant understands the project purpose and requirements
- Consultant's approach to the project
- Evidence of the Consultant's ability to design public engagement processes and to produce (or assist in producing) well-written outreach materials
- Demonstration of commitment to project and ability to deliver the finished product on time

**EVALUATION CRITERIA & SCORING**

<b>A.</b>	<b>Completeness of Proposal</b>	Pass/ Fail
<b>B.</b>	<b>Qualifications and Experience</b>	40%
<b>C.</b>	<b>Approach/Service Delivery/Methodology</b>	40%
<b>D.</b>	<b>Cost</b>	20%

Award will be made to the qualified proposer whose proposal will be most advantageous to the District, with price and all other factors considered. The District will negotiate with the highest ranked proposer to develop the scope of work and contract for mutual satisfaction.

Support for Emergency Response and Fire Protection Services Revenue Measure  
Request for Proposals (RFP)

If the District cannot successfully negotiate a contract with the highest ranked proposer, the District will terminate negotiations and begin negotiations with the next highest ranked proposer.





**TO:** GCS D Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 10, 2023

**SUBJECT:** Agenda Item 6B: Consideration of the Addition of Street Lighting Service to the District's Active Powers and the Dissolution of the Groveland Lighting District

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to direct staff to prepare the District Resolution and LAFCo application materials for the Addition of Street Lighting Service to the Districts Active Powers and the Dissolution of the Groveland Lighting District*

**BACKGROUND:**

On August 10, 2021, this Board of Directors voted to direct staff to notify the Tuolumne County LAFCo of the District's interest to activate its street lighting latent powers. Attached hereto is the staff report presented to the Board of Directors, which provides background on the existing Groveland Lighting District and the rationale for the lighting to be owned and managed by the local government, GCS D. Also attached is a recent email from the Tuolumne County LAFCo Executive Officer, Quincy Yaley in response to our request.

The purpose of this agenda item today is to receive further public input and Board direction before we prepare the required formal resolution and the packet of information that that is to be submitted together to LAFCo:

- The application, including a map showing the boundaries of GCS D and the Lighting District
- Property tax revenue sharing agreement between the County and GCS D
- Prepare a Budget meeting the following requirements: A three-year operating budget containing details concerning staffing, benefits, services and supplies, fixed assets, contingency reserves, etc., any proposed capital projects required to implement the new service(s).
- A Plan for service, which is basically a description of how we will deliver the services with our current staff and equipment.

As discussed at our meeting on this matter in 2021, the advantage of GCSD assuming the lighting services is the transfer to local control the management and planning for future improvements as needed by the community rather than with the Board of Supervisors. GCSD is experienced and competent, and continuously plans and implements infrastructure improvements to the benefit of the community; which would be the same for lighting. GCSD has a solid customer service, accounting and financial management system that can manage street lighting without expansion.

The effort required to complete the application package is expected to be less than 80 hours of staff time. The cost to administer the lighting service once acquired will be paid out of the property tax revenue to be transferred from the County to GCSD. The property tax revenue available appears adequate to cover the cost of the service in total. The three year budget prepared in the next step will identify if there are any financial concerns with the acquisition going forward.

**ATTACHMENTS:**

1. August 10, 2021 Board Agenda Submittal with hyperlink to the 2013 MSR  
<https://www.gcsd.org/files/d21b3ea6c/2013+Lighting+District+MSR.pdf>
2. Email from Quincy Yaley, LAFCo EO
3. LAFCo process flowchart

**FINANCIAL IMPACT:**

Legal expenses, engineering and application fees are expected to be less than \$5,000 and will initially be paid from our Government Funds, which are funded with property taxes. This initial investment for the acquisition can be refunded to the District from the street light revenue once transferred.



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Pete Kampa, General Manager

**DATE:** August 10, 2021

**SUBJECT:** Agenda Item 6F: Consideration of the Potential Activation of Street Lighting Latent Powers, Assuming its Services and the Dissolution of the Groveland Lighting District

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**RECOMMENDED ACTION:**

*I move to direct staff to notify Tuolumne County LAFCO of the District's interest to proceed with activating the Street Lighting latent powers available to CSDs in the California Government Code*

**BACKGROUND:**

The Groveland Lighting District was formed on August 27th, 1919, for the purpose of providing streetlighting to 127 properties located in the downtown Groveland area. The lighting district is allocated a portion of the general Ad-Valorem property tax revenue received in the county to cover the cost of providing the streetlighting services.

You will find attached to this agenda item a very helpful memo prepared by the Tuolumne County public works department that summarizes the function of the Groveland lighting district, its revenue, level of effort/services provided and expenses. I have also linked [HERE](#) and below the municipal service review from 2013 for the lighting district which provides additional information for your reference. The lighting district MSR was not included in the packet as much of the document is not relevant to the matter at hand.

In the municipal service review for GCSB in 2013, and as contained in the draft 2021 MSR, LAFCO is recommending that the Groveland lighting district be dissolved and those services assumed by activating the streetlighting latent powers of GCSB. The memo from County Public Works also recommends the same. Also attached to this agenda item is a copy up the trial balance detailing the financial condition of the lighting district as of this week. Historically expenses have been far less than revenue and there have been no lighting expansion plans for which to establish reserves. There is no legislative or obvious legal requirement for the district to provide any higher level of streetlighting service if it were to assume this service from the lighting district.

Further, there is no indication that there would be any current or future financial impact on GCSB revenues that are not covered by the fund balance and tax revenue that would be transferred from

the lighting district when it was dissolved. As you can see the lighting district has accumulated a fund balance of over \$456,000 which is large compared to its annual operating expenses. This ensures that there would be no risk on GCSD customers/taxpayers, and would provide GCSD with the opportunity to engage the community to determine if lighting improvements may be desired. This fund balance will maintain adequate cash flow and contingencies to ensure that all costs were covered. Administrative costs and effort would be minimal and in my experience have typically been 1% or less of the total administrative cost of the district. Considering this, assuming the lighting district services and its revenue source would help offset existing administrative expenses by the estimated 1%, thereby reducing that cost charged to our other services.

Activating the lighting services under the GCSD may provide opportunities for the lighting to be extended further into the park and along the proposed trail system if so desired by the community through the Board. To activate the powers, there are still financial, legal and procedural matters that must be worked out, and this will require additional board action to take the next steps in the process. Activating the streetlighting latent powers under the California government code requires an action of LAFCO, and therefore we propose board action today to proclaim our interest to initiate the process.

The Groveland Lighting District MSR from 2013 can be viewed and downloaded [HERE](#).

**ATTACHMENTS:**

- Memo from Tuolumne County Public Works re Groveland Lighting District
- Trial Balance for Groveland Lighting District dated 8-2-2021



# Department of Public Works

Kim MacFarlane, P.E.  
Director

48 W. Yaney Avenue, Sonora  
Mailing: 2 S. Green Street  
Sonora, CA 95370  
209.533.5601

[www.tuolumnecounty.ca.gov](http://www.tuolumnecounty.ca.gov)

Date: March 31, 2020  
To: Sheila Shanahan, LAFCO Analyst  
From: Renee Hendry, Environmental Analyst, Department of Public Works  
Re: Dissolution of the Groveland Lighting District

The Engineering Division of the Department of Public Works currently oversees the operation of the Groveland Lighting District, which is a Special District as defined by the Local Agency Formation Commission (LAFCO). During the 2012 Municipal Review of the Groveland Lighting District ("District"), LAFCO recommended that the Groveland Lighting District be dissolved and future lighting services be provided by the Groveland Community Services District ("GCSD").

The Groveland Lighting District was formed on August 27, 1919. Records do not indicate which act of legislation this district was formed under. It could have been the Improvement Act of 1911, the Street Improvement Act of 1913 (repealed), the Municipal Improvement Act of 1913, the Improvement Bond Act of 1915 or the Street Lighting Districts Act of 1919.

The District is governed by the Highway Lighting District Act of 1941, Streets and Highway Code Section 19000 et seq. Lighting provided by the District includes "public highway" and "highway" including any highway, County highway, State highway, public street, avenue, alley, park, parkway, driveway or public place, in any unincorporated town or village, which is dedicated to the public and generally used for traffic by the public, or privately owned and opened to public traffic, and located within the boundaries of a District. The governing Board is the County Board of Supervisors.

The Groveland Lighting District is funded through a portion of the ad valorem property taxes paid by the owners of the parcels within the District. In Fiscal Year 2018-2019, District revenues were \$28,404.00 and expenses were \$2,439.00. District expenses typically consist of paying power bills for the street lights and changing bulbs in the lights. The lights are owned and maintained by the Pacific Gas & Electric Company (PG&E). PG&E charges flat rate (LS1) per lamp for the operation and maintenance of the street lights. The District revenues typically exceed the expenses; consequently, the District has accumulated quite a large maintenance fund. At the beginning of Fiscal Year 2019-2020, the fund balance was \$410,594.00.

The Engineering Division would be agreeable to the dissolution of the Groveland Lighting District, as this would reduce the workload of the Engineering Division which currently spends staff time on the maintenance of the Lighting District. The Engineering Division would like to request the following Conditions be added to the dissolution process for consideration by LAFCO for the operation of this lighting district by the GCSD:

- The GCSD needs to adopt a Resolution stating their intent to accept the area currently designated as the Groveland Lighting District into their district.
- The GCSD needs to provide an updated Plan to Provide Services which includes the operation and maintenance of lighting services for the area currently served by the Groveland Lighting District. Future lighting improvements could be added to the Plan which could include providing lighting along non-vehicular paths, such as bicycle and

**AIRPORTS**  
Airports Manager  
Benedict Stuth  
209.533.5685

**BUSINESS**  
Senior Accountant  
Janelle Giannini  
209.533.5972

**ENGINEERING**  
Engineering Manager  
Tanya Sanguinetti, P.E.  
209.533.5903

**FLEET SERVICES**  
Fleet Services Manager  
Mike Young  
209.536.1622

**ROAD OPERATIONS**  
Road Superintendent  
Mike Cognetti  
209.533.5609

**SOLID WASTE**  
Solid Waste Manager  
Gretchen Olsen  
209.533.5588

**SURVEYING / GIS**  
County Surveyor  
Warren Smith, L.S.  
209.533.5626

pedestrian routes, as proposed in Appendix C of the 2004 *Tuolumne County Bikeways and Trail Plan*.

- The GCSD needs to provide an updated Financial Analysis of their district which includes a special account to retain the current funds collected for the operation of lights, the payment of lighting bills from PG&E and any future new lighting fixtures for the area served by the Groveland Lighting District.
- LAFCO should provide a condition that all funds collected from taxes, in the current area encompassed by the Groveland Lighting District, be allocated only for the maintenance of lights, the payment of power bills related to the operation of the lights and the cost of replacing or adding new lighting fixtures within this area.
- The Board of Supervisors should adopt a Resolution transferring 100% of the portion of property taxes, that presently funds the Groveland Lighting District, including any tax increases, to the Groveland Community Services District. The Resolution shall address the transfer of all assets, dues not yet received, liabilities and the fund balance of the Groveland Lighting District to the Groveland Community Services District.

Thank you for providing us with the opportunity to submit information for the request to dissolve the Groveland Lighting District and transfer its function to the Groveland Community Services District.

## Selection Criteria:

Fiscal Year 2021 Period 12 (June)

Fund 1710 Groveland Lighting District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
100100	Equity In Treasurers Pooled Ca	454,601.89	2,262.36	456,864.25
106950	Property Tax Receivable	0.00	22.54	22.54
106955	Allow For Uncollectible Taxes	0.00	-0.23	-0.23
	<b>Total Assets</b>	<b>454,601.89</b>	<b>2,284.67</b>	<b>456,886.56</b>
202100	Accounts Payable	0.00	-136.44	-136.44
	<b>Total Liabilities</b>	<b>0.00</b>	<b>-136.44</b>	<b>-136.44</b>
257200	Restricted Fund Balance	-432,001.71	0.00	-432,001.71
	<b>Total Fund Balance</b>	<b>-432,001.71</b>	<b>0.00</b>	<b>-432,001.71</b>
411110	Ppty Taxes -Current Secured	-19,274.88	-1,520.30	-20,795.18
412110	Ppty Taxes - Current Unsecured	-408.40	-66.78	-475.18
414110	Ppty Taxes - Prior Unsecured	0.00	-10.75	-10.75
416110	Supplemental Property Taxes -	-196.85	-102.15	-299.00
441110	Interest Income	-4,316.76	-1,214.32	-5,531.08
458110	State - Homeowners' Property T	-204.79	0.00	-204.79
	<b>Total Revenue</b>	<b>-24,401.68</b>	<b>-2,914.30</b>	<b>-27,315.98</b>
526106	P S & S - Tax Admin Fee	0.00	493.20	493.20
526110	P S & S-Professional Services	401.00	0.00	401.00
526124	P S & S-Auditor-Controller	38.50	0.00	38.50
529210	Utilities	1,362.00	272.87	1,634.87
	<b>Total Expenditures</b>	<b>1,801.50</b>	<b>766.07</b>	<b>2,567.57</b>
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**TRIAL BALANCE**

BY FUND

Selection Criteria:

Fiscal Year 2021 Period 12 (June)

Fund 1710 Groveland Lighting District

<u>Account</u>	<u>Description</u>	<u>Beginning</u>	<u>Net Activity</u>	<u>Ending</u>
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**From:** [Quincy Yaley](#)  
**To:** [Pete Kampa](#)  
**Cc:** [Blossom Scott-Heim](#); [Denise Zitnik](#)  
**Subject:** Groveland lighting district - documentation  
**Date:** Tuesday, August 29, 2023 8:19:44 AM  
**Attachments:** [image001.png](#)  
[Groveland Community Service District 2012 MSR.pdf](#)  
[MSR\\_GCS\\_D\\_6\\_6\\_2022\\_FINAL\\_with\\_figures.pdf](#)  
[Groveland Community Service District MSR.pdf](#)  
[Groveland Lighting District Memo from Public Works.pdf](#)

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Hi Pete,

LAFCo is happy to process an application with the required components to dissolve the lighting district and consolidate it into the CSD: application, resolutions, maps, tax revenue sharing agreement, proposed budget (see below), plan for service.

Budget requirements: A three-year operating budget containing details concerning staffing, benefits, services and supplies, fixed assets, contingency reserves, etc. and a budget for any proposed capital projects required to implement the new service(s).

It does not appear that operating "lighting" is a latent/active power of GCSD so it will need to be added and concurrently activated. I did find some documentation from 2006 after the passage of SB 135 that listed the active powers of GCSD, and providing lighting wasn't listed. It also was in the form of a resolution from GCSD Reso 20-05. The reso for the application should state it is adding lighting as a power.

I checked in with Blossom and she was happy to talk with you if you want prior to a submittal-the application will need a resolution from the County to dissolve the lighting district.

I'm also attaching the last three MSRs which I'm sure you have. And a memo I found from 2020.

Let me know what questions you have.

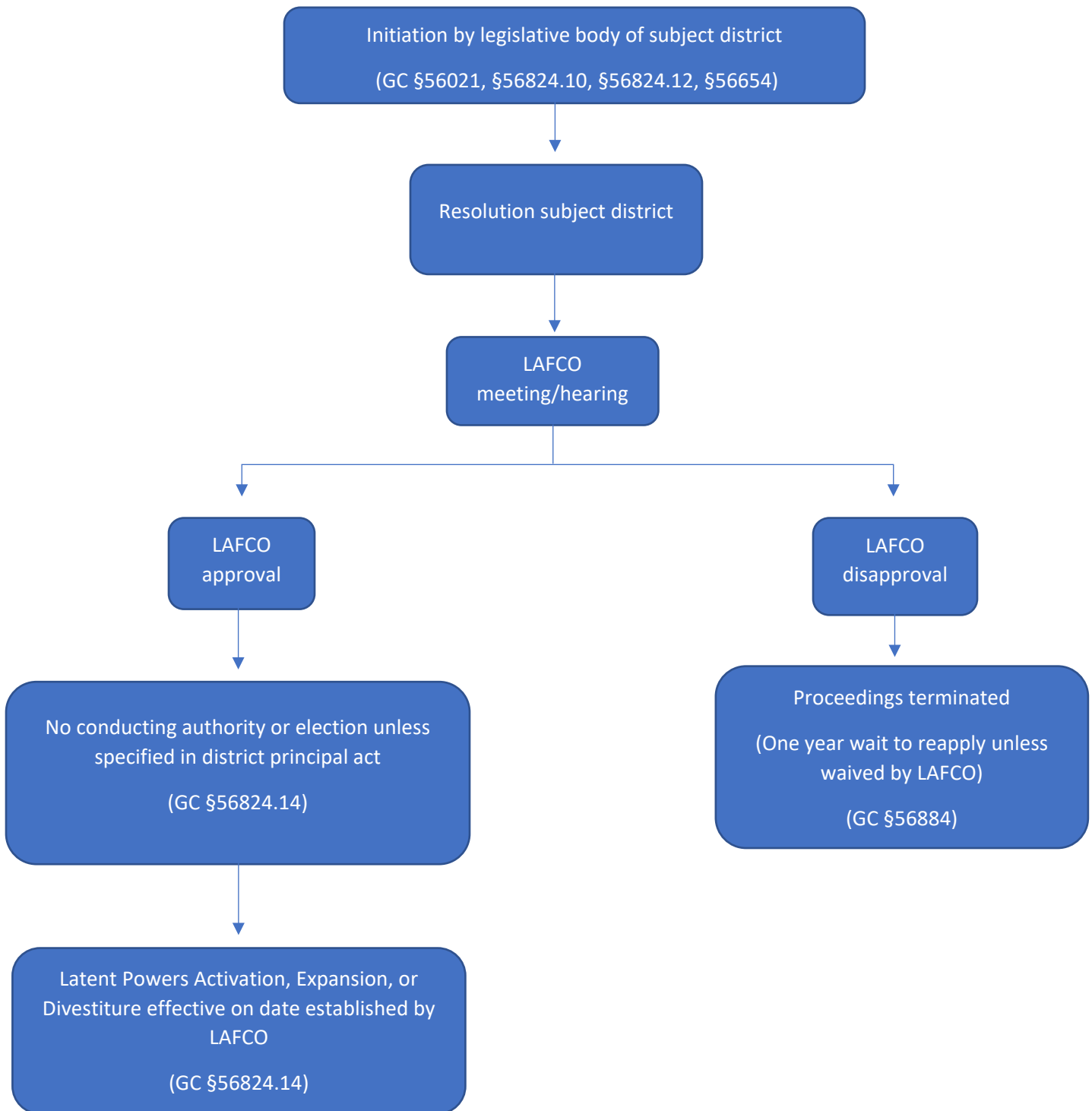
Thanks,

Quincy

Quincy Yaley, AICP  
Director  
Community Development Department  
48 Yaney, 4<sup>th</sup> Floor  
Sonora, CA 95370  
209-533-5961  
[qyaley@co.tuolumne.ca.us](mailto:qyaley@co.tuolumne.ca.us)  
<https://www.tuolumnecounty.ca.gov/170/Development>



# District Latent Powers Activation, Expansion, and/or Divestiture





## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCS D Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 10, 2023

**SUBJECT:** Agenda Item 6C: Adoption of a Resolution Approving the Design and Construction Plans for the Groveland Asset Rehabilitation and Beautification Project and Authorizing the General Manager to Proceed with Public Bidding

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

***I move to adopt Resolution 45-2023 Approving the Design and Construction Plans for the Groveland Asset Rehabilitation and Beautification Project and Authorizing the General Manager to Proceed with Public Bidding.***

### **BACKGROUND:**

This project will make improvements to the Groveland Community Services District (GCS D) Mary Laveroni Park including waste reduction and beautification by removing large amounts of trash from the GCS D's newly purchased 37-acre property, replacing the current small, dilapidated restroom, and installing adequate trash and recycling receptacles.

The user experience will be enhanced by constructing a covered transit shelter and a shaded picnic area. Pedestrian facilities will be improved by the construction of accessible walking paths connecting amenities in the park as well as a trailhead information and wayfinding kiosk. Existing dirt access roads and trails will be restored to link the park to the historic Hetch Hetchy Railroad grade and new 37-acre property, initiating new recreation opportunities on a one-mile scenic loop. Areas of turf will be replaced with drought tolerant landscaping and irrigation. Beautification measures including trash receptacles, benches and tables will be installed within the park.

The adoption of this resolution will allow staff to publicly bid the Groveland Mary Laveroni Park Improvement Design and Construction Plans. The proposed Project will include the addition of various improvements throughout the Mary Laveroni Park.

### **FINANCIAL IMPACT:**

The Groveland Community Services District received a grant from the Clean California Local Grant Program for the design and construction of the proposed Project. The costs for the proposed Project will be covered in full by the Clean California Local Grant Program grant and loan received. The attached engineer's estimate of costs shows potential costs in excess of the \$450,000 available, therefore staff will recommend at the meeting restricting the base bid items to exactly match the funding scope minimums, and moving items the other items, such as the sidewalk and drainage

improvements to the bid additive items. If the bids come in lower than the estimate, we will prioritize and award additive items to spend the entire budgeted funds.

**ATTACHMENTS:**

1. Resolution 45-2023
2. Engineer's estimate of costs
3. Design and Construction Plans for the Groveland Asset Rehabilitation and Beautification Project  
[file:///C:/Users/rpearlman/Groveland%20Community%20Services%20District/Board%20Meetings%20-%20Past%20Board%20Meetings/2023/9-12-2023/Item%206A%202023-07-14%20WRT\\_GCSD%20Mary%20Laveroni%20Park%20Improvements.pdf](file:///C:/Users/rpearlman/Groveland%20Community%20Services%20District/Board%20Meetings%20-%20Past%20Board%20Meetings/2023/9-12-2023/Item%206A%202023-07-14%20WRT_GCSD%20Mary%20Laveroni%20Park%20Improvements.pdf)

**RESOLUTION 45-2023**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE DESIGN AND CONSTRUCTION PLANS FOR THE GROVELAND ASSET REHABILITATION AND BEAUTIFICATION PROJECT AND AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH 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 Mary Laveroni Park (Park) and District owned property (Jefferson Loop); and

**WHEREAS**, the District has received a grant from the Clean California Local Program for improvements to the Park and Jefferson Loop; and

**WHEREAS**, the Groveland Mary Laveroni Park Improvement design and construction plans have been completed for the proposed improvements (Project).

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 Project.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on October 10, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

APPROVE:

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Nancy Mora, Board President

ATTEST:

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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 October 10, 2023.

DATED: \_\_\_\_\_

**Groveland Community Services District  
Mary Laveroni Community Park Improvements Project  
Engineers Estimate**

Bid Items	Description	Units	Unit Costs	Amount	Costs
<b>Base Bid</b>					
1	Mobilization, Demobilization, Bonds and Insurance	LS	\$75,000	1	\$75,000
2	Demolition	LS	\$55,000	1	\$55,000
3	Earthwork/Grading	LS	\$57,225	1	\$57,225
4	Pathway Improvements	LS	\$123,350	1	\$123,350
5	Wood Structures	LS	\$130,000	1	\$130,000
6	Miscellaneous Site Improvements	LS	\$114,200	1	\$114,200
7	Landscape Planting	LS	\$60,000	1	\$60,000
8	Bathroom Improvements	LS	\$23,340	1	\$23,340
9	Drainage Improvements	LS	\$62,000	1	\$62,000
<b>Total Base Bid Price</b>					<b>\$700,115</b>
<b>Bid Addative</b>					
1	Futute Pathways	LS	\$36,500	1	\$36,500
2	Island Landscape Planting and Irrigation	LS	\$15,000	1	\$15,000
<b>Total Bid Addative Price</b>					<b>\$51,500</b>
<b>Total Base Bid Plus All Addative Price</b>					<b>\$751,615</b>

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 10, 2023

**SUBJECT:** Agenda Item 6D: Adoption of a Resolution Authorizing the General Manager to Issue a Request for Qualifications for the Preliminary Engineering, Planning, Design, Construction Management, and Administration for the Hetch Hetchy Railroad Project

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**RECOMMENDED ACTION:**

Staff recommends the following action:

*I move to Adopt Resolution 46-2023 authorizing the General Manager to issue a Request for Qualifications for the Preliminary Engineering, Planning, Design, Construction Management, and Administration for the Hetch Hetchy Railroad Project.*

**BACKGROUND:**

The Hetch Hetchy Railroad Trail Project has been approved for funding through the Active Transportation Program (ATP) administered by Caltrans. The ATP funding guidelines require a competitive process when securing the contracted services of an architect or engineer. Using a Request for Qualifications (RFQ) process, firms responding will compete with each other to put together the team of expertise most closely matching the outcomes and experience we seek in the RFQ. There is no bidding or and no requirement to award to the lowest bidder. We will, however, recommend award to the lower cost proposal if the qualifications of two firms are identical. We will also negotiate the fee with the selected firm.

We are in the process of finalizing the RFQ language which will require review by TCTC and potentially Caltrans when complete. Staff is recommending Board approval for us to proceed with the process to get the RFQ on the streets before our November meeting. Due to the very strict Caltrans scheduling and approvals, we want to be prepared for the Board to award a contract to the selected firm at our December meeting, which is the week after we will receive our funding allocation from the California Transportation Commission for planning, preliminary engineering, and environmental.



The RFQ will describe the experience and qualifications of the firm we desire, including experience with the ATP program, planning and implementing work on historic properties, interpretive/educational theme and display development, work in rural mountain communities as well as ADA paved trail design and trail master planning. We will review qualifications also based on performance to schedule and budget. We will be looking for a team with real vision of the potential for this trail to best serve the community and provide opportunities for destination tourism and learning for all ages. We propose the review of the RFQ to be completed by a committee made up of staff, board members and strategic community members.

**ATTACHMENTS:**

None

**FINANCIAL IMPACT:**

Other than staff time and legal review there is no direct cost for the RFQ process. The cost of the selected consultant's work will be covered by the project grant funds.

**RESOLUTION 46-2023**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ISSUE REQUEST FOR QUALIFICATIONS FOR THE PRELIMINARY ENGINEERING, PLANNING, DESIGN, CONSTRUCTION MANAGEMENT, AND ADMINISTRATION FOR THE HETCH HETCHY RAILROAD PROJECT**

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

**WHEREAS**, the District has been awarded funding through the Active Transportation Program (ATP) for the Hetch Hetchy Railroad Trail project; and

**WHEREAS**, the District seeks to engage the most experienced and qualified trail planning and design professional consultants to plan, design and manage the project implementation; and

**WHEREAS**, a Request for Qualifications is being prepared to be publicly distributed to secure qualifications statements from professional firms.

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 issue request for qualifications for the Hetch Hetchy Railroad Trail project Project.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on October 10, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

APPROVE:

---

Nancy Mora, Board President

ATTEST:

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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 October 10, 2023.

DATED: \_\_\_\_\_



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 5, 2023

**SUBJECT:** Agenda Item 6E: Adoption of a Resolution Approving an Agreement with Well Industries, Inc., the Lowest Bidder for the Hardrock Groundwater Test Well Project

---

### **RECOMMENDED ACTION:**

*I move to adopt Resolution 47-2023 to authorize the award of the Hardrock Groundwater Test Well Project Construction Contract to Well Industries, Inc for a bid amount of \$200,200.00 and to authorize the General Manager to sign Contract Documents on behalf of the District.*

### **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:**

A total of three bids were received at the Groveland CSD office on October 4, 2023. The low bid was submitted by Well Industries, Inc in the amount of \$200,200.00. The bid results were as listed:

<u>Contractor</u>	<u>Total Bid</u>
Well Industries, Inc	\$200,200.00
Moyle Excavation	\$218,375.70
ABC Liovin Drilling, Inc.	\$522,000.00

**FISCAL IMPACT:**

Construction costs for the Hardrock Groundwater Test Well Project will be covered in full by a State of California (Department of Water Resources) Urban and Multibenefit Drought Relief Grant.

**ATTACHMENTS:**

1. Resolution 47-2023
2. Bid Tabulation
3. Project Costs if Awarded to Well Industries
4. Notice of Award
5. Agreement

**RESOLUTION 47-2023**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTION OF A RESOLUTION APPROVING AN AGREEMENT WITH WELL INDUSTRIES, INC., THE LOWEST BIDDER FOR THE HARDROCK GROUNDWATER TEST WELL PROJECT**

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

**WHEREAS**, the District has the authority to construct, operate and maintain the municipal water infrastructure; and

**WHEREAS**, the District needs to complete improvements to the water infrastructure; and

**WHEREAS**, the proposed improvements shall be funded in full by a State of California (Department of Water Resources) Urban And Multibenefit Drought Relief Grant; and

**WHEREAS**, AM Consulting Engineers prepared plans and specifications for the Hardrock Groundwater Test Well Project; and

**WHEREAS**, the Project was advertised on September 9, 2023 in the Union Democrat; and

**WHEREAS**, a mandatory pre-bid meeting was held on September 20, 2023 where four (4) contractors attended; and

**WHEREAS**, the bids received were publicly opened and read on October 4, 2023; and

**WHEREAS**, the District has the authority to reject any and all bids, and waive any minor irregularities in any bid.

**WHEREAS**, the District has the right to award the contract to the lowest responsive bidder; and

**WHEREAS**, Well Industries, Inc. bid dated October 4, 2023 is included herein for reference and we are to be included in the contract documents as detailed in the project specifications.

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

1. The General Manager is authorized to issue Notice of Award to the lowest bidder Well Industries, Inc.
2. The General Manager is authorized to execute the construction contract to the lowest bidder Well Industries, Inc. in the amount of \$200,200.00 after the Contractor's Performance and Payment Bonds are received.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 15% increase in the original bid and contract amount.
4. The General Manager is authorized to negotiate deductive (cost) change order that result in a comparable work product.
5. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to approve and process Contractor payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
7. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

**WHEREFORE,** this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on October 10, 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 October 10, 2023.

DATED: \_\_\_\_\_



**Groveland Community Services District  
Hardrock Groundwater Test Well Project  
Project Costs (If Awarded to Well Industries, Inc.)**

**Well Industries**

<b>Item No.</b>	<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Units</b>	<b>Unit Price</b>	<b>Item Total</b>
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$15,200.00	\$15,200.00
2	Installation 100-foot Conductor Seal at Tank 5 Site	1	LS	\$5,000.00	\$5,000.00
3	Drill 8-inch Diameter Hole at Tank 5 Site	450	LF	\$60.00	\$27,000.00
4	Air-Lift Water for 15 minutes at Tank 5 Site	5	EA	\$600.00	\$3,000.00
5	Install Test Pump and Ancillary Equipment at Tank 5 Site	1	LS	\$3,000.00	\$3,000.00
6	Operate Test Pump Continuously for 10 days at Tank 5 Site	240	HRS	\$150.00	\$36,000.00
7	Permitting and Site Cleaning at Tank 5 Site	1	LS	\$2,000.00	\$2,000.00
8	Installation 100-foot Conductor Seal at AWS WTP Site	1	LS	\$5,000.00	\$5,000.00
9	Drill 8-inch Diameter Hole at AWS WTP Site	450	LF	\$60.00	\$27,000.00
10	Air-Lift Water for 15 minutes at AWS WTP Site	5	EA	\$600.00	\$3,000.00
11	Install Test Pump and Ancillary Equipment at AWS WTP Site	1	LS	\$3,000.00	\$3,000.00
12	Operate Test Pump Continuously for 10 days at AWS WTP Site	240	HRS	\$150.00	\$36,000.00
13	Permitting and Site Cleaning at AWS WTP Site	1	LS	\$2,000.00	\$2,000.00
<b>Total Base Bid Price</b>				<b>\$167,200.00</b>	
1	Destroy Well (assume 500 feet deep) at Tank 5 Site	1	LS	\$15,000.00	\$15,000.00
2	Closed-Circuit Television Inspection of Groundwater Well at Tank 5 Site	1	LS	\$1,500.00	\$1,500.00
3	Destroy Well (assume 500 feet deep) at AWS WTP Site	1	LS	\$15,000.00	\$15,000.00
4	Closed-Circuit Television Inspection of Groundwater Well at AWS WTP Site	1	LS	\$1,500.00	\$1,500.00
<b>Total Bid Additive Price</b>				<b>\$33,000.00</b>	
<b>Total Base Bid Plus All Additives Price</b>				<b>\$200,200.00</b>	

**Bid Summary**  
**Groveland Community Services District**  
**Hardrock Groundwater Test Well Project**

**Bid Opening Date: October 4, 2023**

**Estimated Award Date: October 10, 2023**

Item No.	Item Description	Estimated Quantity	Units	Engineer's Estimate		Well Industries		Moyle Excavation		ABC Liovin Drilling	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$10,000.00	\$10,000.00	\$15,200.00	\$15,200.00	\$24,975.00	\$24,975.00	\$100,000.00	\$100,000.00
2	Installation 100-foot Conductor Seal at Tank 5 Site	1	LS	\$10,275.00	\$10,275.00	\$5,000.00	\$5,000.00	\$17,490.00	\$17,490.00	\$17,500.00	\$17,500.00
3	Drill 8-inch Diameter Hole at Tank 5 Site	450	LF	\$23.00	\$10,350.00	\$60.00	\$27,000.00	\$59.52	\$26,784.00	\$155.00	\$69,750.00
4	Air-Lift Water for 15 minutes at Tank 5 Site	5	EA	\$75.00	\$375.00	\$600.00	\$3,000.00	\$775.87	\$3,879.35	\$750.00	\$3,750.00
5	Install Test Pump and Ancillary Equipment at Tank 5 Site	1	LS	\$7,000.00	\$7,000.00	\$3,000.00	\$3,000.00	\$11,150.00	\$11,150.00	\$15,000.00	\$15,000.00
6	Operate Test Pump Continuously for 10 days at Tank 5 Site	240	HRS	\$100.00	\$24,000.00	\$150.00	\$36,000.00	\$48.05	\$11,532.00	\$350.00	\$84,000.00
7	Permitting and Site Cleaning at Tank 5 Site	1	LS	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$11,365.00	\$11,365.00	\$2,500.00	\$2,500.00
8	Installation 100-foot Conductor Seal at AWS WTP Site	1	LS	\$10,275.00	\$10,275.00	\$5,000.00	\$5,000.00	\$17,490.00	\$17,490.00	\$17,500.00	\$17,500.00
9	Drill 8-inch Diameter Hole at AWS WTP Site	450	LF	\$23.00	\$10,350.00	\$60.00	\$27,000.00	\$59.52	\$26,784.00	\$155.00	\$69,750.00
10	Air-Lift Water for 15 minutes at AWS WTP Site	5	EA	\$75.00	\$375.00	\$600.00	\$3,000.00	\$775.87	\$3,879.35	\$750.00	\$3,750.00
11	Install Test Pump and Ancillary Equipment at AWS WTP Site	1	LS	\$7,000.00	\$7,000.00	\$3,000.00	\$3,000.00	\$11,150.00	\$11,150.00	\$15,000.00	\$15,000.00
12	Operate Test Pump Continuously for 10 days at AWS WTP Site	240	HRS	\$100.00	\$24,000.00	\$150.00	\$36,000.00	\$48.05	\$11,532.00	\$350.00	\$84,000.00
13	Permitting and Site Cleaning at AWS WTP Site	1	LS	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$11,365.00	\$11,365.00	\$2,500.00	\$2,500.00
<b>Total Base Bid Price</b>				<b>\$120,000.00</b>		<b>\$167,200.00</b>		<b>\$189,375.70</b>		<b>\$485,000.00</b>	
1	Destroy Well (assume 500 feet deep) at Tank 5 Site	1	LS	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$10,500.00	\$10,500.00	\$15,000.00	\$15,000.00
2	Closed-Circuit Television Inspection of Groundwater Well at Tank 5 Site	1	LS	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00
3	Destroy Well (assume 500 feet deep) at AWS WTP Site	1	LS	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$10,500.00	\$10,500.00	\$15,000.00	\$15,000.00
4	Closed-Circuit Television Inspection of Groundwater Well at AWS WTP Site	1	LS	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00
<b>Total Bid Additive Price</b>				<b>\$22,000.00</b>		<b>\$33,000.00</b>		<b>\$29,000.00</b>		<b>\$37,000.00</b>	
<b>Total Base Bid Plus All Additives Price</b>				<b>\$142,000.00</b>		<b>\$200,200.00</b>		<b>\$218,375.70</b>		<b>\$522,000.00</b>	

**SECTION 005200**  
**AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT**

THIS AGREEMENT is by and between Groveland Community Services District (GCSD) ("Owner") and Well Industries, Inc. ("Contractor"). Owner and contractor hereby agree as follows:

**ARTICLE 1 - WORK**

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

- A. The major work consists of constructing a hardrock public supply test well by the air rotary method. This work includes installation of a conductor casing and drilling through metamorphic rocks to an estimated depth of 500 feet below ground surface (bgs). The well will be completed as an open hole below an estimated depth of 100 feet. The well shall be developed by airlifting followed by pumping and surging. The capacity of the well will be determined by a 10-day pump test. The District may decide not to pursue completion of the well, and in this case, the well would be destroyed by filling with sand-cement grout.

**ARTICLE 2 - PROJECT**

- A. The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows: Hardrock Groundwater Test Well Project

**ARTICLE 3 - ENGINEER**

3.01 The Engineer for this Project is AM CONSULTING ENGINEERS, INC. (Engineer), which is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 - CONTRACT TIMES**

4.01 Time of the Essence

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Days to Achieve Substantial Completion and Final Payment*

- A. The Work will be substantially completed within sixty (60) working days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within eighty (80) working days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$1,000 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$1,000 for each day that expires after the time specified in

Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

## **ARTICLE 5 – CONTRACT PRICE**

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, below:

A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

## **ARTICLE 6 – PAYMENT PROCEDURES**

### *6.01 Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

### *6.02 Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 20<sup>th</sup> day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

### *6.03 Final Payment*

A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

## **ARTICLE 7 – INTEREST**

7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0.1 percent per annum.

## **ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS**

8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
- E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## **ARTICLE 9 – CONTRACT DOCUMENTS**

### 9.01 *Contents*

- A. The Contract Documents consist of the following:
  - 1. This Agreement.
  - 2. Performance bond.
  - 3. Payment bond.
  - 4. General Conditions.
  - 5. Supplementary Conditions.
  - 6. Technical Specifications.
  - 7. Drawings
  - 8. Addenda (numbers     1     to     2    , inclusive).
  - 9. Exhibits to this Agreement (enumerated as follows):
    - a. Contractor's Bid.

- b. Documentation submitted by Contractor prior to Notice of Award.
- 10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Notice to Proceed.
  - b. Work Change Directives.
  - c. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

**ARTICLE 10 – MISCELLANEOUS**

10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor’s Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
  1. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
  2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on October 10, 2023 (which is the Effective Date of the Agreement).

OWNER:

CONTRACTOR

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address for giving notices:

Attest: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License No.: \_\_\_\_\_

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

(Where applicable)

Agent for service of process:  
\_\_\_\_\_



**Exhibit A**  
**Contractors Bid Package**

**SECTION 004100  
BID FORM**

Project Identification:   HARDROCK GROUNDWATER TEST WELL PROJECT

**ARTICLE 1 - BID RECIPIENT**

- 1.01 This Bid Is Submitted To: **GROVELAND COMMUNITY SERVICES DISTRICT (GCSD)**
- 1.02 Seal the bid in an envelope addressed to the Owner and marked:  

BID FOR HARDROCK GROUNDWATER TEST WELL PROJECT
- 1.03 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS**

- 2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitations those dealing with the dispositions of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 - BIDDER'S REPRESENTATIONS**

- 3.01 In submitting this Bid, Bidder represents that:
  - A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>1</u>	<u>9/27/23</u>
<u>2</u>	<u>10/2/23</u>

- B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazard Environmental Conditions, if any, at the Site that have been identified in SC-4.06 as containing reliable "technical data."
- E. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods,

techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.

- F. Based on the information and observations referred to in Paragraph 3.01.E above, Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- J. Bidder will submit written evidence of its authority to do business in the State or other jurisdiction where the Project is located not later than the date of its execution of the Agreement.

#### **ARTICLE 4 - BIDDER'S CERTIFICATION**

4.01 Bidder further represents that:

- A. This Bid is genuine and not made in the interest of or on the behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

**ARTICLE 5 - BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Item Description	Estimated Quantity	Units	Unit Price	Item Total
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	15,200 <sup>00</sup>	15,200 <sup>00</sup>
2	Installation 100-foot Conductor Seal at Tank 5 Site	1	LS	5,000 <sup>00</sup>	5,000 <sup>00</sup>
3	Drill 8-inch Diameter Hole at Tank 5 Site	450	LF	60 <sup>00</sup>	27,000 <sup>00</sup>
4	Air-Lift Water for 15 minutes at Tank 5 Site	5	EA	600 <sup>00</sup>	3,000 <sup>00</sup>
5	Install Test Pump and Ancillary Equipment at Tank 5 Site	1	LS	3,000 <sup>00</sup>	3,000 <sup>00</sup>
6	Operate Test Pump Continuously for 10 days at Tank 5 Site	240	HRS	150 <sup>00</sup>	36,000 <sup>00</sup>
7	Permitting and Site Cleaning at Tank 5 Site	1	LS	2,000 <sup>00</sup>	2,000 <sup>00</sup>
8	Installation 100-foot Conductor Seal at AWS WTP Site	1	LS	5,000 <sup>00</sup>	5,000 <sup>00</sup>
9	Drill 8-inch Diameter Hole at AWS WTP Site	450	LF	60 <sup>00</sup>	27,000 <sup>00</sup>
10	Air-Lift Water for 15 minutes at AWS WTP Site	5	EA	600 <sup>00</sup>	3,000 <sup>00</sup>
11	Install Test Pump and Ancillary Equipment at AWS WTP Site	1	LS	3,000 <sup>00</sup>	3,000 <sup>00</sup>
12	Operate Test Pump Continuously for 10 days at AWS WTP Site	240	HRS	150 <sup>00</sup>	36,000 <sup>00</sup>
13	Permitting and Site Cleaning at AWS WTP Site	1	LS	2,000 <sup>00</sup>	2,000 <sup>00</sup>
<b>Total Base Bid Price</b>					<b>167,200<sup>00</sup></b>
1	Destroy Well (assume 500 feet deep) at Tank 5 Site	1	LS	15,000 <sup>00</sup>	15,000 <sup>00</sup>
2	Closed-Circuit Television Inspection of Groundwater Well at Tank 5 Site	1	LS	1,500 <sup>00</sup>	1,500 <sup>00</sup>
3	Destroy Well (assume 500 feet deep) at AWS WTP Site	1	LS	15,000 <sup>00</sup>	15,000 <sup>00</sup>
4	Closed-Circuit Television Inspection of Groundwater Well at AWS WTP Site	1	LS	1,500 <sup>00</sup>	1,500 <sup>00</sup>
<b>Total Bid Additive Price</b>					<b>33,000<sup>00</sup></b>
<b>Total Base Bid Plus All Additives Price</b>					<b>200,200<sup>00</sup></b>

Total Base Bid Price One Hundred Sixty Seven Thousand Two Hundred (\$ 167,200<sup>00</sup>)  
(use words)

Total Bid Additive Price Thirty Three Thousand dollars (\$ 33,000<sup>00</sup>)  
(use words)

Total Base Bid plus Additives Price Two Hundred Thousand, Two Hundred Dollars (\$ 200,200<sup>00</sup>)  
(use words)

**ARTICLE 6 - TIME OF COMPLETION**

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with paragraph 14.07 of the General Conditions on or before the dates or within the number of days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damage.

**ARTICLE 7 - ATTACHMENTS TO THIS BID**

7.01 The following documents are attached to and made a condition of the Bid:

- A. Required Bid security in the form of a Bid Bond or Certified Check (circle type of security provided);
- B. List of Proposed Subcontractors;
- C. List of Project References;
- D. Evidence of authority to do business in the state or jurisdiction of the Project; or a written covenant to obtain such license within the time frame for acceptance of Bids;
- E. Contractor's License Number;
- F. Required Bidder Qualification Statement with Supporting Data; and

**ARTICLE 8 - DEFINED TERMS**

8.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 - BID SUBMITTAL**

9.01 This Bid is submitted by:

If Bidder is:

**An Individual**

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_

*(Individual's signature)*

Doing business as: \_\_\_\_\_

**A Partnership**

Partnership Name: \_\_\_\_\_

By: \_\_\_\_\_

*(Signature of general partner -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

**A Corporation**

Corporation Name: Well Industries, Inc

State or Jurisdiction of Incorporation: CA

Type (General Business, Profession, Service, Limited Liability): S-Corp

By: *Suzanne Stilwell*

*(Signature -- attach evidence of authority to sign)*

Name (typed or printed): Suzanne Stilwell

Title: Secretary

Attest *Suzanne Stilwell*

*(Signature of Corporate Secretary)*

Date of Qualification to do business in California [State or other jurisdiction where Project is located] is 1/3/2005

**A Joint Venture**

Name of Joint Venture: \_\_\_\_\_

First Joint Venture Name: \_\_\_\_\_

By: \_\_\_\_\_

*(Signature of joint venture partner -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venture Name: \_\_\_\_\_

By: \_\_\_\_\_

*(Signature of joint venture partner -- attach evidence of authority to sign)*

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is party to the venture should be in the manner indicated above.)

Bidder's Business address: \_\_\_\_\_

\_\_\_\_\_

Business Phone No. (\_\_\_\_) \_\_\_\_\_

Business FAX No. (\_\_\_\_) \_\_\_\_\_

Business E-Mail Address \_\_\_\_\_

State Contractor License No. \_\_\_\_\_ . (If applicable)

Employer's Tax ID No. \_\_\_\_\_

Phone and FAX Numbers, and Address for receipt of official communications, if different from Business contact information:

\_\_\_\_\_

\_\_\_\_\_

9.02 Bid submitted on \_\_\_\_\_, 2023.

END OF SECTION

SECTION 004200  
NONCOLLUSION AFFIDAVIT

Suzanne Stilwell, being first duly sworn, deposes and says that he/she is Secretary of Well Industries Inc the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository or to any member or agent thereof to effectuate a collusive or sham bid.

Suzanne Stilwell  
Bidder

State of California )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_ 2023, before me personally came \_\_\_\_\_ to me known, or proven to be on the basis of satisfactory evidence, who being duly sworn, did depose and say: that \_\_\_\_\_ is an authorized representative of the \_\_\_\_\_ and acknowledged to me that \_\_\_\_\_ executed the within instrument on behalf of said Bidder.

In witness whereof, I have signed and affixed my official seal on the date first above written.

\_\_\_\_\_  
Notary Public

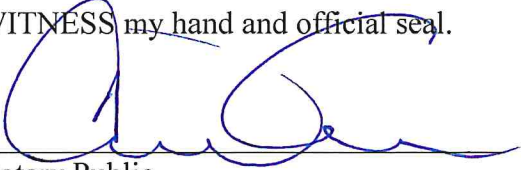
END OF SECTION

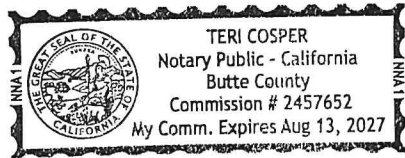
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
  )ss.  
COUNTY OF BUTTE )

On October 3, 2023, before me, TERI COSPER, a Notary Public, personally appeared SUZANNE STILWELL, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.  
  
\_\_\_\_\_  
Notary Public



(Seal)



**SECTION 004300  
BID BOND**

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

---

BIDDER (Name and Address):

Well Industries, Inc. dba North State Drilling  
3281 Highway 32  
Chico, CA 95973

SURETY (Name and Address of Principal Place of Business):

Harco National Insurance Company  
4200 Six Forks Road, Suite 1400  
Raleigh, NC 27609

OWNER (Name and Address):

Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321

BID

Bid Due Date: October 4th, 2023

Description: HARDROCK GROUNDWATER TEST WELL PROJECT

BOND

Bond Number: N/A

Date (Not earlier than Bid due date): October 4th, 2023

Penal sum	<u>Five Percent of the Total Amount Bid</u>	<u>\$ 5% of the amount bid</u>
	(Words)	(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

Signed and sealed on September 22, 2023

**BIDDER**

**SURETY**

Well Industries, Inc. dba North State Drilling (Seal)  
Bidder's Name and Corporate Seal

Harco National Insurance Company (Seal)  
Surety's Name and Corporate Seal

By:

  
Signature

By:

  
Signature (Attach Power of Attorney)

Suzanne Stilwell  
Print Name

Corporate Secretary  
Title

Attest:

Henry S  
Signature

Henry Soden - Admin  
Title

Elizabeth Collodi  
Print Name

Attorney-in-Fact  
Title

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

*Note: Above addresses are to be used for giving any required notice. Provide execution by any additional parties, such as joint venturers, if necessary.*

- 1 Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
- 2 Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
- 3 This obligation shall be null and void if:
  - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2 All Bids are rejected by Owner, or
  - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
- 4 Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
- 5 Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
- 6 No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.
- 7 Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
- 8 Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
- 9 Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
- 10 This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
- 11 The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

END OF SECTION

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

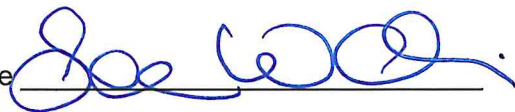
State of California  
County of Butte )

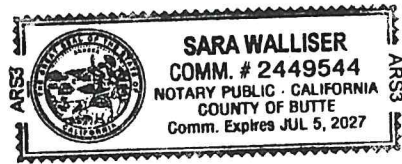
On September 22, 2023 before me, Sara Walliser, Notary Public  
(insert name and title of the officer)

personally appeared Elizabeth Collodi,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



Bond # N/A

**POWER OF ATTORNEY**  
**HARCO NATIONAL INSURANCE COMPANY**  
**INTERNATIONAL FIDELITY INSURANCE COMPANY**

Member companies of IAT Insurance Group, Headquartered: 4200 Six Forks Rd, Suite 1400, Raleigh, NC 27609

**KNOW ALL MEN BY THESE PRESENTS:** That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

ELIZABETH COLLODI, JOSEPH H. WEBER, JASON MARCH, SARA WALLISER, BREANNA BOATRIGHT, DEANNA QUINTERO, SAMANTHA WATKINS, KATHLEEN LE, RENEE RAMSEY, TONY CLARK, BILL RAPP, JOHN HOPKINS, JENNIFER LAKMANN, CLAUDINE GORDON, KRISTIE PHILLIPS, MINDY WHITEHOUSE, JOHN J. WEBER, PHIL WATKINS, STEVEN L. WILLIAMS, MICHAEL FEENEY, MATT FOSTER, SHARON SMITH  
Chico, CA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2022



STATE OF NEW JERSEY  
County of Essex

Kenneth Chapman  
Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2022, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home offices of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, September 22, 2023

Irene Martins, Assistant Secretary

- 1 Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
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  - 3.2 All Bids are rejected by Owner, or
  - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
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- 9 Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
- 10 This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
- 11 The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

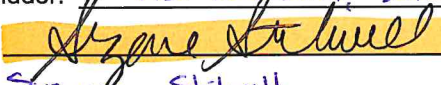
END OF SECTION

**SECTION 004700  
CONTRACTORS CERTIFICATION REGARDING  
WORKERS' COMPENSATION INSURANCE**

State of California

County of Butte

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

Name of Bidder: Well Industries, Inc  
Signature:   
Name: Suzanne Stilwell  
Title: Secretary  
Date: 10/3/23

END OF SECTION

**SECTION 004800  
LIST OF SUBCONTRACTORS**

Note: In accordance with Agency requirements (SC-6.06.H.), the Contractor shall not award work valued at more than fifty percent (50%) of the Contract Price to Subcontractor(s) without prior written approval of the Owner.

Work to be Performed	Percent of Total Contract	Subcontractor's Name and Location of Place of Business
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

(Add additional sheets if necessary)

BIDDER: Well Industries, Inc - Suzanne Stilwell

Signature: 

Date: 10/3/23

END OF SECTION



## Contractor's License Detail for License # 812678

**DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.**

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 9/29/2023 11:52:31 AM

### Business Information

WELL INDUSTRIES INC  
dba NORTH STATE DRILLING

3282 HIGHWAY 32  
CHICO, CA 95973  
Business Phone Number:(530) 891-5545

Entity Corporation  
Issue Date 09/16/2002  
Reissue Date 07/12/2005  
Expire Date 07/31/2025

### License Status

**This license is current and active.**

All information below should be reviewed.

### Classifications

C57 - WELL DRILLING

### Bonding Information

#### Contractor's Bond

This license filed a Contractor's Bond with OHIO CASUALTY INSURANCE COMPANY (THE).

**Bond Number:** 546365C  
**Bond Amount:** \$25,000  
**Effective Date:** 01/01/2023  
**Contractor's Bond History**

#### Bond of Qualifying Individual

The qualifying individual RONALD RAY STILWELL certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

**Effective Date:** 07/12/2005

### Workers' Compensation

This license has workers compensation insurance with the EVEREST PREMIER INSURANCE COMPANY

**Policy Number:** 7600019873231  
**Effective Date:** 01/01/2023  
**Expire Date:** 01/01/2024  
**Workers' Compensation History**

### Miscellaneous Information

- ▶ 07/12/2005 - LICENSE REISSUED TO ANOTHER ENTITY



**California Secretary of State  
Electronic Filing**



**Corporation - Statement of Information**

Entity Name: WELL INDUSTRIES, INC.

Entity (File) Number: C2695249

File Date: 10/08/2021

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID: GX31628

**Detailed Filing Information**

- 1. Entity Name: WELL INDUSTRIES, INC.
  
- 2. Business Addresses:
  - a. Street Address of Principal Office in California: 3282 Hwy 32  
Chico, California 95973  
United States of America
  - b. Mailing Address: 3282 Hwy 32  
Chico, California 95973  
United States of America
  - c. Street Address of Principal Executive Office: 3282 Hwy 32  
Chico, California 95973  
United States of America
  
- 3. Officers:
  - a. Chief Executive Officer: Ronald Stilwell  
3282 Hwy 32  
Chico, California 95973  
United States of America
  - b. Secretary: Suzanne Stilwell  
3282 Hwy 32  
Chico, California 95973  
United States of America

Document ID: GX31628



## California Secretary of State Electronic Filing

Officers (cont'd):

- c. Chief Financial Officer: Ronald Stilwell  
3282 Hwy 32  
Chico, California 95973  
United States of America
4. Director: Ronald Stilwell  
3282 Hwy 32  
Chico, California 95973  
United States of America
- Number of Vacancies on the Board of Directors: 0
5. Agent for Service of Process: Suzanne Stilwell  
3282 Highway 32  
Chico, California 95973  
United States of America
6. Type of Business: Contractor

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Erika A Easter

*Use [bizfile.sos.ca.gov](http://bizfile.sos.ca.gov) for online filings, searches, business records, and resources.*

Document ID: GX31628



# California Secretary of State Electronic Filing

## Corporation - Attachment to Statement of Information

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### List of Additional Directors:

1. Suzanne Stilwell  
3282 Hwy 32  
Chico, California 95973  
United States of America
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Document ID: GX31628

**SALES**

PUMPS  
TANKS  
MOTORS  
WELLS

**NORTH STATE  
DRILLING**

LIC#812678



**NORTH STATE  
ELECTRIC & PUMP**

LIC#34959

**SERVICE**

DOMESTIC  
AGRICULTURAL  
COMMERCIAL

Project Date	Customer	Type of Project	Total Cost	Project Contact
July 2023	Town of Discovery Bay CSD	365' Stainless Steel Municipal Well	\$555,126.00	Charlie Jenkins, LSCE Engineer <a href="mailto:cjenkins@lsce.com">cjenkins@lsce.com</a> 530-908-3646
February 2023	City of Orland	500' Production Well	\$345,500.00	Paul Rabo, City Engineer <a href="mailto:prabo@rarcivil.com">prabo@rarcivil.com</a> 530-895-1422
December 2020	City of Roseville, CA	8 Triple Completion Monitoring Wells	\$618,849.00	Jason Marks, City Engineer <a href="mailto:jmarks@roseville.ca.us">jmarks@roseville.ca.us</a> 916-774-5508
March-December 2019	Hilmar County Water District	900'+ Test Wells W/ Zonal Sampling	\$443,250.00	Curtis Jorritsam, Manager 209-632-3522
August 2019	Grizzly Lake C.S.D.	530' Production Well	\$101,394.00	Pat Guillory, General Manager <a href="mailto:glcsddelleker@gmail.com">glcsddelleker@gmail.com</a> 530-832-5225
January 2019	Sacramento Suburban Water District	Well #79 ~ 325' Production Well	\$189,315.00	David Morrow, Senior Engineer <a href="mailto:dmorrow@sswd.org">dmorrow@sswd.org</a> 916-679-3988 916-972-7171
December 2018	Santa Barbara County	Waller Park ~ 770' Production Well	\$550,451.00	Jill Van Wie <a href="mailto:jvanvie@co.santa-barbara.ca.us">jvanvie@co.santa-barbara.ca.us</a> 805-568-2470
July 2018	City of Santa Maria	Los Flores Well ~ 600' Production Well	\$264,675.00	Eric Riddough, Senior Engineer <a href="mailto:eriddough@cityofsantamaria.org">eriddough@cityofsantamaria.org</a> (805) 925-0951

**Well Industries, Inc. has also worked closely with various engineering firms including:**

- Luhdorff & Scalmanini Consulting Engineering  
Contact: Scott Lewis  
[slewis@lsce.com](mailto:slewis@lsce.com)

Wood Rodgers, Inc.  
Contact: Julie Garofalo  
[jgarofalo@woodrogers.com](mailto:jgarofalo@woodrogers.com)

Respectfully submitted,  
Cody Stilwell, Manager

**COMMITTED**  
TO  
**QUALITY**

3282 HWY. 32 ; CHICO, CA 95973 | 530-891-5545 | FAX: 530-891-0793

WELLINDUSTRIESINC.COM

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## **ADDENDUM NO. 1**

September 27, 2023

**Project:** Groveland Community Services District – Hardrock Groundwater Test Well Project

**Owner:** Groveland Community Services District  
18966 Ferretti Rd,  
Groveland, CA 95321

**Engineer:** AM Consulting Engineers  
5150 N Sixth Street, Suite 124  
Fresno, CA 93710  
Attn: Alfonso Manrique, PE (559) 473-1371

---

*This addendum forms a part of the Contract Documents. It modifies the original Plans and Specifications. It will be the responsibility of the General Contractor to submit the information contained in this addendum to all its subcontractors and suppliers. Acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may subject bidder to disqualification.*

---

**Part 1 - THE FOLLOWING QUESTIONS WERE RECEIVED FROM CONTRACTORS:**

- 1.01 *What size shall the conductor casing be (2 or 3 inches larger than the hole)?*
- A. Contractor shall obtain a permit from the Tuolumne County.**
  - B. The funding source for this project is the State of California.**
  - C. Contractor shall review requirements stated in the construction documents.**
    - 1. Contractor can utilize either a 2-inch or 3-inch larger conductor casing so long as it meets all of the requirements for the three items stated above.
- 1.02 *Does the well need to be demolished from the bottom up?*
- A. Yes, Contractor shall demolish the well from the bottom up as per section 332124.**
- 1.03 *Is there local power at either site?*
- A. No, generators would need to be used to provide power.**
- 1.04 *How would the power lines affect the construction of the well at either of the sites?*
- A. Low hanging power lines should be avoided at all sites.**
- 1.05 *How would the contract time be affected if conflicts happened when trying to get county permits?*
- A. GCSD (Groveland Community Services District) would be able to provide extra days if needed.**
- 1.06 *When is the award date for this project?*
- A. The project is estimated to be awarded in October's Board Meeting.**
- 1.07 *Where are the drills going to be stored on-site?*
- A. They are supposed to be left on-site; GCSD will provide a location to store the drills.**
- 1.08 *How should the water be discharged at the site?*
- A. Water is to be discharged per plans; the contractor is expected to be on-site for the duration of pump testing /during working hours.**
- 1.09 *Is drilling allowed to be carried out 24 hours a day?*
- A. No, community at the baseball field and tank 5 locations may find it as an issue.**
- 1.10 *Who is responsible for the security of the generator, equipment, etc.?*
- A. GCSD is not held liable for any lost, damaged, or stolen equipment.**
- 1.11 *In the specification, it is mentioned on the last page that an owner supplied geologist will be taking well readings during the 10-day test. Is this correct or will the contractor be the one taking the readings?*
- A. The geologist is to be supplied by GCSD. They will take frequent measurements during the early part of the pumping period and the early part of the recovery period for the pump test. The contractor shall be onsite if any adjustments need to be made during this time period.**
- 
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## **ADDENDUM NO. 2**

October 2, 2023

**Project:** Groveland Community Services District – Hardrock Groundwater Test Well Project

**Owner:** Groveland Community Services District  
18966 Ferretti Rd,  
Groveland, CA 95321

**Engineer:** AM Consulting Engineers  
5150 N Sixth Street, Suite 124  
Fresno, CA 93710  
Attn: Alfonso Manrique, PE (559) 473-1371

---

*This addendum forms a part of the Contract Documents. It modifies the original Plans and Specifications. It will be the responsibility of the General Contractor to submit the information contained in this addendum to all its subcontractors and suppliers. Acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may subject bidder to disqualification.*

---



**Part 1 - THE FOLLOWING QUESTIONS WERE RECEIVED FROM CONTRACTORS:**

- 1.01 *Are there any boring logs of nearby borings if available?*
- A. A boring log for the site is available at the link provided in section 008000 – Supplementary Conditions, paragraph SC-4.02**
- 1.02 *Are there well logs of the existing well if available?*
- A. There are no existing wells at both sites.**
- 1.03 *Are there any well completion reports of the existing well if available?*
- A. There are no existing wells at both sites.**
- 1.04 *Who is responsible for disposing of drilling fluids, drill cuttings, and development water?*
- A. Drill fluids/Development Water shall be discharged as shown in the plans.**
- B. Drill Cuttings can remain on site.**
1. The contractor shall be responsible for piling up all drill cuttings in one location at each site.
- 1.05 *Does this site have an existing well and if so, do you have access to any boring logs that can be provided?*
- A. There are no existing wells at both sites.**
- 1.06 *Can equipment and materials be placed onsite for the duration of this project?*
- A. Yes, material can be stored on site,**
1. it shall not interfere with the operation of the WWTP or water facility.
- GCSO is not held liable for any lost, damaged, or stolen equipment.
- 1.07 *What is the casing diameter for the new well?*
- A. See Section 332124 of the technical specifications, paragraph 2.01 – Conductor Casing**
- 1.08 *What is the hole diameter for the new well?*
- A. See Section 332124 of the technical specifications, paragraph 2.01 – Conductor Casing and paragraph 3.01 – Hole Drilling**
- 1.09 *What is the depth for the new well?*
- A. See Section 332124 of the technical specifications, paragraph 1.01 – Description.**
- 1.10 *What drilling methods are permissible?*
- A. See Section 332124 of the technical specifications, paragraph 1.01 – Description.**

1.11 *Is there a Turbine Pump?*

- A. **See Section 332124 of the technical specifications.**
- B. **It is the contactor's responsibility to provide the pump for testing of the well.**
- C. **This is a hardrock test well and if capacity is found to be acceptable, additional bid documents will be released for the full production well.**

1.12 *What is the start date?*

- A. **It is estimated that Notice to Proceed will be issued in November 2023.**

1.13 *If there was only 1 bidder, would the bidder still be awarded if within the engineers estimate?*

- A. **The award of the project is dependent on the board's approval.**

1.14 *Is there a form to fill out or should we put it on our own company letterhead?*

- A. **There is not a specified form for listing references.**
- B. **It is acceptable for the contractor to submit references per section 002000 – Instructions to bidders Article 3 of the Contract Documents on their own company letterhead.**

1.15 *How many references are required to be listed?*

- A. **See section 002000 – Instructions to bidders Article 3 of the Contact Documents**

1.16 *How old can the projects be? Within 3 years?*

- A. **See section 002000 – Instructions to bidders Article 3 of the Contact Documents**

1.17 *Should the list of projects be based on similar scope of work?*

- A. **See section 002000 – Instructions to bidders Article 3 of the Contact Documents**

1.18 *What should be included in the "bidders qualification statement"? Is there a form for this as part of the bid package?*

- A. **See section 002000 – Instructions to bidders Article 3 of the Contact Documents**

**SECTION 005100  
NOTICE OF AWARD**

Date: October 10, 2023

Project: HARDROCK GROUNDWATER TEST WELL PROJECT	
Owner: GROVELAND COMMUNITY SERVICES DISTRICT	Owner's Contract No.:
Contract: HARDROCK GROUNDWATER TEST WELL PROJECT	Engineer's Project No.:
Bidder: WELL INDUSTRIES, INC.	
Bidder's Address: 3282 HIGHWAY 32, CHICO, CA 95973	

You are notified that your Bid dated October 4, 2023 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Hardrock Groundwater Test Well Project.

The Contract Price of your Contract is Two Hundred Thousand, Two Hundred Dollars (\$200,200.00)

One copy of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

Sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 15 days of the date you receive this Notice of Award.

1. Deliver to the Owner three (3) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security Bonds as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent: None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

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

\_\_\_\_\_  
Owner  
By: \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Title

Copy to Engineer

END OF SECTION