



**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**

August 13, 2019

10:00 a.m.

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Board Members**

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

**1. Approve Order of Agenda**

**2. Presentation of the Transparency Certificate of Excellence to Groveland CSD by the California Special District Association**

**3. Public Comment**

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

**4. Information Items**

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

**A. Reports**

- i. Fire Department Report
- ii. General Manager's Report
  - 1. Presentation of Status of Implementation of the District's GIS Website
- iii. Operations Manager's Report
  - 1. Presentation of a Sewer Odor Evaluation
- iv. Administrative Services Manager's Report
  - 1. 4<sup>th</sup> Quarter Financial Statement
- v. Director's Reports
- vi. Park Improvement Advisory Committee Report

**5. Consent Calendar**

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

- A. Approve Minutes from the July 9, 2019 Regular Meeting
- B. Approve Minutes from July 25, 2019 Special Meeting

- C. Approval of Attendance of Two (2) Directors at the California Special Districts Association (CSDA) Annual Conference and Exhibitor Showcase September 25-28, 2019
- D. Approval for Board President to attend as a District approved event a Community Services District Formation Meeting in Tuolumne City
- E. Accept July Payables
- F. Waive Reading of Ordinances and Resolutions Except by Title

## 6. Old Business

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

- A. None.

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

- A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6 Agency Designated Representatives: General Manager and Administrative Services Manager  
**Employee Organization: Operating Engineers, Local 3**
- B. Announcement of Reportable Action taken in Closed Session

## 8. Discussion and Action Items

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

- A. Adoption of a Resolution Approving and Establishing a Resident Firefighter and Fire Safety Inspection Program and to Amend the District Organizational Chart to add Resident Firefighters and Inspectors
- B. Consideration of Fire Department Funding Options and the Associated Processes and Schedules, Including Assessments, Special Taxes and Fees
- C. Adoption of a Resolution Approving the Memorandum of Understanding (MOU) Between the District and Operating Engineer's Local No. 3 Effective July 1, 2019 thru June 30, 2024 and Recognizing that the MOU Terms and Conditions Apply to Non-Represented Employees
- D. Adoption of a Resolution Approving an Alternative Work Schedule Policy, Which Allows for Implementation of 9-80 and 4-10 Work Schedules
- E. Adoption of a Resolution Establishing Board Member Remuneration, in Accordance with Director's Policy 10.3, for Attendance at Board Meetings, Training, and Other Approved Events
- F. Adoption of a Resolution Allowing the General Manager to Enter into Payment Arrangement Agreements with Customers

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)



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G. Authorization for the District to Join the Coalition for Fire Protection and Accountability

H. Adoption of a Resolution Supporting Special District Representation on the Tuolumne County LAFCO

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

A. Public Employee Performance Evaluation  
Pursuant to Govt. Code Sec. 54957  
Title: General Manager

B. Announcement of Reportable Action taken in Closed Session

**10. Adjournment**



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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
August 13, 2019

To: Board of Directors

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

Subject: Monthly Activity Report – July 1, 2019 to August 4, 2019

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### **Operations:**

#### **Emergency Incident Response:**

On July 7, 2019, Groveland Fire responded to a phone in report of a possible vegetation fire around Elder Lane and Pine Mountain Drive. Once in the area, fire crews noticed light smoke in the woods between Ferretti Road and Elder Lane. A full wildland dispatch was initiated and additional CAL FIRE and Tuolumne County Fire equipment responded. Upon arrival, there was a ¼ acre of timber understory and ground litter burning at a slow rate of spread. Fire crews aggressively attacked the fire containing it immediately. The cause of the fire is determined to be an unattended campfire in a homeless encampment.

On July 10, 2019, Groveland Fire responded to bicycle accident at the Pine Mountain Clubhouse. Upon arriving at scene, fire crews located a person down in the roadway. The bike rider was traveling down the road toward the clubhouse and was ejected from the bicycle after hitting a speedbump. He was unresponsive with major injuries to his head. Our firefighters provided care, stabilized the patient, packaged, and loaded him in the waiting ambulance. The patient was transported to the PML Airport landing zone and flown by air ambulance to Doctor's Hospital in Modesto. Unfortunately, the patient succumbed to his injuries later that day.

On July 16, 2019, CAL FIRE and Groveland Fire responded to a two-vehicle traffic accident at Highway 120 X Cherry Lake Road. Upon arriving at scene, there were two vehicles with major damage to their passenger side blocking Highway 120. All patients self-extricated with one requiring medical treatment for a possible broken collar bone. The patient was packaged and loaded to the waiting ambulance. Once loaded the patient was then transported by paramedics to Adventist Health Sonora for further evaluation.

On July 26, 2019, CAL FIRE and Groveland Fire responded to a vehicle fire into the vegetation at the base of Old Priest Grade in the community of Moccasin. Upon arrival, there was ¼ acre of grass and brush burning at a moderate rate of spread uphill. Fire crews kept the fire below the Hetch Hetchy access road and out of the drainage to the north due to an aggressive initial attack, air support, and help from local cooperators protecting the communities of Groveland and Big Oak Flat. Final size of the fire was 2 acres and the cause of the fire is determined to be mechanical.



On August 3, 2019 CAL FIRE and USFS were dispatched to Merrell Pools in the Tuolumne Canyon for a rafter with a broken ankle. Upon arriving at scene, firefighters received an updated location that the patient was at the Lumsden Bridge. Crews drove as far as they could and hiked in bringing the stokes basket and rescue gear. They located the patient on the south side of the bridge. Due to the patient's severe injuries, CAL FIRE Copter 404 was requested with hoisting capabilities. Copter 404 performed the hoist rescue and transported the patient to the Buck Meadows Landing Zone to Air Ambulance Med-42. The patient was assessed and transported to Doctor's Hospital in Modesto for further evaluation.



On August 2, 2019, CAL FIRE and Groveland Fire responded to a two-vehicle traffic accident on Highway 120 X Whites Gulch. Upon arriving on scene, there was a two-vehicle traffic accident with a violent rear impact blocking Highway 120. There were two patients with moderate injuries. One patient was transported by Mercy Ambulance out of Coulterville to Adventist Health Sonora for evaluation. The other patient was transported to the Moccasin landing zone and flown by air ambulance to Doctor's Hospital in Modesto for further evaluation.

On August 3, 2019, CAL FIRE and Groveland Fire responded to a traffic on New Priest Grade east of Grizzly Road. The first unit to arrive at scene found a Honda Civic approximately 200 feet down the embankment. The patient self-extricated and had minor injuries. The patient was transported to Adventist Hospital Sonora for further evaluation.

Vegetation Management Prescribed Burn:

On July 3, 2019, CAL FIRE conducted a prescribed burn on the Crook Ranch Vegetation Management Program (VMP). The 80-acre prescribed burn will benefit the watershed, improve rangeland by reducing Medussahead grass, a noxious weed, as well as provide protection from wildland fire in the communities of Groveland and Big Oak Flat. CAL FIRE is emphasizing fire prevention and fuels treatment to reach the goal to reduce the chance of large damaging wildfires like the 2018 Camp Fire. Additional VMP programs are scheduled in the fall for the Gookin VMP and the remainder of the Crook Ranch VMP.

Apparatus and Equipment:

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	Out of Service (Electrical)
Engine 787	2000 Freightliner FL112	In Service
Engine 788	1984 GMC Wildcat	In Service
Engine 513	2003 International	In Service (Reserve)
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:

- Terrorism-Weapons of Mass Destruction Awareness
- Structure and Wildland Fire Operations
- Defensive Driver
- Hose Deployment and Management
- S-212 Wildland Fire saws

**MONTH - July 2019**



Alarm Sounding	3
Odor Investigation	0
Debris Fire	0
Medical Aid	31
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	2
Vehicle Accident	8
Vehicle Accident/Pin In	0
Vehicle Fire	0
<b>TOTAL</b>	<b>52</b>

( 44 calls in GCSD district, 8 calls in Tuolumne County)

Auto Aid	Given
Tuolumne County	8

**Last Call Logged Run # TCU 009246**



**BOARD MEETING AGENDA SUBMITTAL**

**TO: GCSB Board of Directors**

**FROM: Peter J. Kampa, General Manager**

**DATE: August 13, 2019**

**SUBJECT: Agenda Item 4Aii: General Manager's Report**

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The purpose of this brief report is to update the Board on current activities and items that may be of interest to the Board and public. Any item summarized in this report can be expanded upon as an agenda item at a future Board meeting at the request of the Board.

**1. District GIS Site and Mapping Updates:**

Since the District's on site engineer position was eliminated and staffing reductions implemented starting a decade ago, critical District system records including drawings and engineering specifications have for the most part been piling up in the office, leaving staff struggling to find documents when needed. With the recent administrative support position and the budget line items for mapping upgrades and digitization approved by the Board, we have been pouring through old records and organizing, scanning and purging per our records management policy.

We have also found many digital records staff did not know existed on the GCSB server, and also found some digital files still encrypted from a cyberattack experienced by the District several years ago. We will attempt to recover these files as they contain very detailed engineering data of great value to the District. We have also entered into agreement with California Cad Solutions for the development and hosting of a GCSB Geographic Information System (GIS) site, where the digital information on our district is a click away. The GCSB GIS site is updated regularly as additional information is discovered, and the data will be refined over time to be as accurate as possible using GPS equipment and conducting field surveys. We will review the GIS site at this meeting.

**2. Communications and Social Media:**

Our Public Relations Consultant, Roni Lynn, has been both actively posting District information and effectively responding to inquiries and concerns on social media related to district business. We have found that misinformation about aspects of GCSB business is regularly posted on social media, and knowing that this misinformation may confuse or anger our caring customers, we have been inclined to continuously respond to the misinformation with data and facts. A good amount of time is spent by district management and our consultant to receive and review the misinformation, gather data and provide an accurate response on social media. We have found that our responses are rarely acknowledged by the person posting the

misinformation, and only serve in many cases to lend credibility to the issue, rather than putting it to rest.

We have directed Roni to continuously point any complaints, concerns or those putting out misinformation to the District website, or to call the GCSO office 24x7 to report any major concerns such as odor, dirty water, lack of water, leaks etc. Remember, the District cannot and will not physically respond to complaints on social media. We will be discontinuing the constant back and forth on social media as that effort is intended to be informative, not responsive to complaints. We will be reestablishing our increased array of information output per the approved communications plan.

### **3. Presentation by Butte County Sheriff Honea**

President Kwiatkowski, Administrative Services Manager Flores and I attended an intimate get together of law enforcement, fire professionals and county staff to experience "lessons learned" by the Sheriff during the 2018 Camp Fire in Paradise. I will defer to President Kwiatkowski's written report on this item, and add from a personal perspective I found the discussion extremely moving and informative. From the discussion, I took away the following:

- a. We cannot have a fully detailed plan for everything.
- b. In a situation like Paradise, putting out the fire was not the issue/not possible, it was getting people out of harm's way to safety
- c. You can expect that for a variety of reasons emergency calls, emails and texts sent to advise the public of an emergency, will not be received by many.
- d. People will not effectively evacuate unless you physically get their attention with the right message (knock on the door – "there is a fire and you need to leave, or die")
- e. As a responsible public official, sometimes you have to simply make a gut call, even if some protocol is not fully followed
- f. GCSO needs to take an active role in informing our community regarding locally effective emergency preparedness procedures

### **4. Tuolumne County Active Transportation Plan Update**

Roni Lynn and I recently attended a meeting held by the Tuolumne County Transportation Commission (TCTC) in Groveland during which the county's plan update was discussed. The county is actively seeking input from Groveland residents and visitors about our concerns and needs regarding opportunities to get places without driving a car. The TCTC project has directly linkage and can support our planning efforts for the GRACE project.

### **5. Electronic Signboard (Lift Station 16) Agreement Proposed**

For several years, the GCSO has been working cooperatively with the TCTC and community members in an effort to secure a location for an electronic signboard. The sign is proposed to be located on the District's Lift Station 16 property, which is actually an easement on Hetch Hetchy Water and Power property. We have finally received a draft agreement from Hetch Hetchy for the sign installation, which is

currently under review by county counsel. TCTC has secured funding from Yosemite National Park to fund the cost of the sign, which will serve to provide notices to motorists about Park traffic issues. The agreement will be on the Board's agenda after approval by the county.

**6. Invitation to Present at Pine Mountain Lake Association re Sewer Odors**

I received from PML manager Joe Powell an invitation to address the PML Board of Directors during their August 24, 2019 Board (Town Hall) meeting, to discuss concerns related to sewer odors. The meeting starts at 9:00am, but I have not yet confirmed the time for my presentation, and will notify the Board once determined.



# Operations Report

Month of Review: July 2019

### Information Provided by:

- Luis Melchor, Operations Manager
- Greg Dunn, Chief Plant Operator
- Rachel Pearlman, Administrative Services Technician
- C&D Staff
- Maintenance Staff

### Wastewater Treatment Plant Flows

#### Influent Totals From Plant: July 2019

<b>Total</b>	4.56MG
<b>High</b>	.18MG
<b>Low</b>	.12MG
<b>Average</b>	.15MG

#### Effluent Totals From Plant: July 2019

<b>Total</b>	4.79MG
<b>High</b>	.19MG
<b>Low</b>	.13MG
<b>Average</b>	.15MG

#### Rainfall Totals at the Sewer Treatment Plant Month of July

Year	Total Rainfall-inches
2019	0.02 (.02 High)
2018	0.00 – (0.00 High)
2017	0.00 – (0.00 High)
2016	0.00 – (0.00 High)
2015	0.12 – (0.10 High)
<b>Current Season Total</b>	<b>56.46</b>

#### Wasting Totals

<b>Total Inches</b>	<b>452</b>
<b>Total Pounds</b>	<b>8378</b>

#### Reclamation Totals

<b>PML</b>	8.2 MG
<b>Spray Fields</b>	0
<b>PML Season Total</b>	19.549MG
<b>Spray Fields Total</b>	.549MG

**Active Sewer Accounts: 1545**

## Activities at the Wastewater Treatment Plant

- Took weekly Bac Ts and BOD of the Chlorine Contact Chamber (CCC) and sent into Aqua Lab for testing
- Completed monthly Wastewater Report and sent to the State
- Used vac-truck to clean out CCT for Njrich to complete plumbing for the Res 1 valve vault project
- Replaced blower motor for the STP aeration and cleaned all filters
- Replaced sump pump behind Res 1 (catching ground water and diverting from going into Res 1)
- Diagnosed polymer pump for the screw press(took apart and cleaned), wouldn't prime due to the consistency of the polymer( to thick)
- Mowed Fields 1, 2, 3 and 4
- Repaired/replaced vales for the reclaimed irrigation system



Old valve Dated 1979 was cut out and replaced with new section. Valve was stuck in the open position





Bonnet was removed and seat was replaced with parts found in Bone yard dated 1979



## Wastewater Collections Department

- Completed all Preventative Maintenance Check Sheets (PMCS) at all Lift Stations (weekly)
- Chemical flushed gravity sewer lines throughout the District
- Hydro flushed multiple gravity lines throughout the District
- Completed odor and grease control at Lift Station 6 & 7 and other stations as needed
- Cleaned Ls 2, 5, 6, 7, 8, 13, 14 and 15 wet wells pressure transducers and floats
- Replaced batteries in LS 15 UPS
- Man hole inspection for Town, BOF and Twin Pines easement (total of 105 Manhole were opened and inspected for the month of July)

## Treated Water Department

- Submitted monthly Water Treatment Report and Conservation Report
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC
- Took weekly plant samples and sent into Aqua Lab
- Cleaned sensor wells and light tubes for UV reactor # 1 and 2 at Big Creek Treatment Plant
- Adjusted Big Creek Booster Pump #2 pump control valve to slower ramp time

## Distribution Department

- Took distribution samples and sent into Aqua Lab
- Monitored Distribution Tank weekly( dosed Tank 2 & 5)
- Read all District Water Meters
- Normal day to day: Trouble calls (low press/high press, no water, shut off for repairs etc.)
- Completed weekly checks on Tank 4(Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet)
- Worked with Rexel on Soft start and VFD problems at T4, Highlands and LS 10. Found VFD at T4 needs replaced, LS 10 checked all parameters of the soft starts everything tested fine, we put back into service with no problems since. Highlands soft starts tested fine, found generator was the cause of the faults.(under sized)
- Installed new VFD, breaker and cooling fan for Tank 4 Pump # 1
- Relocated water service for Po in unit 10.
- Flushed water in the Tank 5 service area

Meter Related Services	Total
Check/repair meter	2
Install water meter	3
Monthly lock offs	13
Meter change outs	3
Read tenant out	5
Re-Read	66
Turn off meter	10
Turn on meter	25
Test meter	0
<b>Total Distribution Issues</b>	<b>127</b>

Active Water Accounts:3245

Billed Consumption	Gallons
Residential	9861716
Commercial	913966

## Construction and Maintenance

Description	Water	Sewer
Main line leaks	0	0
Main line break	0	0
Service leaks	0	0
Service breaks	0	0
Fire Hydrant replaced/repared	0	0
<b>Totals Per Service</b>	<b>0</b>	<b>0</b>

### Maintenance

- General yard maintenance around the District maint. Yard (mow, weed eat, debris removal, limb trees ETC)
- Made dump run to Groveland Transfer Station

- Cleaned around dumpster area and hauled cardboard to Moore Brothers
- Complete general ground maintenance at the Park (mow, weed eat, debris removal, limb trees ETC)
- Serviced Engine 781 (oil, filters, safety checks)
- Diagnosed noise complaint at Big Creek Treatment Plant. Found exhaust fan had damaged bearing and exhaust louvers. Replaced both damage components and wired fan into thermostat for more controlled run time.
- Serviced Highlands standby Generator (oil, filters and safety Checks)
- Serviced Truck 6 (oil, filters, safety checks)
- Built new gate for Tank #3
- Installed new filter and box for property on Lower Skyridge
- Vac-Tron out meter box for Business in town due to possible break( broken on PO side)
- Serviced Utility 786 ( oil, filters and safety checks)
- Started 24Hr testing for all District stand by generators
- Completed the 90 day BIT inspection for Engine 787 and 788 and charged the AC system for 787
- Replaced the tires on the Vac-Tron unit
- Tried to diagnose electrical short on Engine 781, could locate took into Burtons in Oakdale
- Removed old SCBA filling station from the Fire House and took to the dump
- Cleaned carburetor and sharpened the chain for the Stihl chainsaw

### Water Projects

### Sewer Projects

- Flume Project is complete waiting for final inspection from District engineer



Heavy vegetation located in the lower section of the Flume



Damaged concrete crushed and re-compacted



Starting of the new shotcrete and fished product

- Valve vault project is complete and line is back in service



Old 3x3 Vault



First section of the new vault  
being placed



New Vault

### Park Projects

- Pressure washed the amphitheater at the lower park and started repairing trim and ledger board

### After Hour Calls

- Staff had 10 after hour calls: 3 water and 7 sewer, all resolved

## Workplace Safety and Training

### Weekly Safety Meetings and Training

- 7-2-2019 Chemical Safety bulletin with quiz
- 7-9-2019 SDRMA Discussion Driven to Distraction with Test
- 7-16-2019 SDRMA Discussion Safety Takes Courage with Test
- 7-23-2019 SDRMA Discussion Ergonomics/ 24-Hour body with Test
- 7-30-2019 SDRMA Discussion Difficult Customers Alert with Test

**Budget to Actual**  
*Groveland Community Services District*

For 4th Quarter ended June. 30, 2019

Total - District-Wide	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 2,736,520	\$ 2,755,439	\$ 18,919	-1%
Variable rates	1,267,825	1,310,937	\$ 43,112	-3%
Property taxes	1,135,835	1,176,738	\$ 40,903	-4%
Other operating revenues	95,530	254,577	\$ 159,047	-166%
Other nonoperating revenues	1,718,496	790,403	\$ (928,093)	54%
<b>Total Revenues</b>	<b>6,954,206</b>	<b>6,288,094</b>	<b>(666,112)</b>	
Salaries and benefits	(1,588,080)	(1,408,873)	179,207	11%
Cost of water	(215,000)	(156,886)	58,114	27%
Utilities	(274,000)	(223,368)	50,632	18%
Legal	(31,000)	(14,123)	16,877	54%
Cal Fire contract	(1,256,480)	(1,094,669)	161,811	13%
Other operating expenses	(1,399,467)	(1,103,164)	296,303	21%
Leases: prin+interest	(49,996)	(47,504)	2,492	5%
General Manager	(185,000)	(121,302)	63,698	34%
Transfer to OPEB Trust	(185,000)	(185,000)	-	0%
Transfer to Pension	(176,000)	(167,346)	8,654	5%
<b>Total Expenses</b>	<b>(5,360,023)</b>	<b>(4,522,235)</b>	<b>837,788</b>	
<b>Capital outlay (fixed assets)</b>	<b>(2,769,411)</b>	<b>(878,273)</b>	1,891,138	68%
<b>Net profit (loss)</b>	<b>\$ (1,175,228)</b>	<b>\$ 887,586</b>	<b>\$ 2,062,814</b>	
Debt Service Collections	930,459	960,783	30,324	
Debt Service: Prin/Interest	(1,007,008)	(999,103)	7,905	
	(76,549)	(38,320)	38,229	

**Budget to Actual**  
*Groveland Community Services District*

For 4th Quarter ended June. 30, 2019

Water	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,493,090	\$ 1,542,020	\$ 48,930	-3%
Variable rates	886,800	919,476	32,676	-4%
Other operating revenues	62,030	105,627	43,597	-70%
Other nonoperating revenues	194,000	171,079	(22,921)	12%
<b>Total Revenue</b>	<b>2,635,920</b>	<b>2,738,202</b>	<b>102,282</b>	
Salaries	(526,811)	(463,017)	63,794	12%
Benefits	(296,764)	(265,157)	31,607	11%
General Manager	(103,600)	(67,929)	35,671	34%
Cost of water	(215,000)	(156,886)	58,114	27%
Utilities	(105,000)	(92,449)	12,551	12%
Legal	(17,360)	(8,010)	9,350	54%
Other operating expenses	(734,072)	(597,028)	137,044	19%
Leases	(10,124)	(9,463)	661	7%
Transfer to OPEB Trust	(103,600)	(103,600)	-	0%
Pension Unfunded Liability	\$ (78,400)	\$ (74,476)	3,924	5%
<b>Total Expenses</b>	<b>(2,190,731)</b>	<b>(1,838,015)</b>	<b>352,716</b>	
<b>Capital outlay (Fixed assets)</b>	<b>(469,208)</b>	<b>(258,048)</b>	211,160	45%
<b>Net profit (loss)</b>	<b>\$ (24,019)</b>	<b>\$ 642,139</b>	<b>\$ 666,158</b>	
Debt service collections-3236	604,801	619,746	14,945	-2%
Debt service Prin/Interest	(686,123)	(681,783)	4,340	1%
	<u>(81,322)</u>	<u>(62,037)</u>	<u>19,285</u>	19,285

**Water Fund Quarter Summary Notes**

**REVENUE**

Other Operating Rev.- Water Connections \$28K, Other Water Sales \$7K  
Other Non-Operating Rev-Downtown/BOF \$96K, CDAA Flood \$43K, Interest Earned \$31K

**EXPENSES**

Nothing Notable

**CAPITAL OUTLAY**

Downtown/BOF \$62K, Storm Damage \$56K, BC Turbine \$57K, Building Upgrades \$35K

## Budget to Actual

### *Groveland Community Services District*

For 4th Quarter ended June. 30, 2019

Sewer	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Fixed rates	\$ 1,243,430	\$ 1,213,419	\$ (30,011)	2%
Variable rates	381,025	391,461	10,436	-3%
Other operating revenues	12,000	61,061	49,061	-409%
Other nonoperating revenues	1,354,296	439,665	(914,631)	68%
<b>Total Revenue</b>	<b>2,990,751</b>	<b>2,105,606</b>	<b>(885,145)</b>	
Salaries	(431,056)	(383,522)	47,534	11%
Benefits	(220,205)	(206,230)	13,975	6%
General Manager	(70,300)	(46,095)	24,205	34%
Utilities	(115,000)	(90,100)	24,900	22%
Legal	(11,780)	(5,357)	6,423	55%
Other operating expenses	(557,800)	(416,884)	140,916	25%
Leases	(39,872)	(38,041)	1,831	5%
Transfer to OPEB Trust	(70,300)	(70,300)	-	0%
Pension Unfunded Liability	(53,200)	(50,537)	2,663	5%
<b>Total Expenses</b>	<b>(1,569,513)</b>	<b>(1,307,066)</b>	<b>262,447</b>	
<b>Capital Outlay (fixed assets)</b>	<b>(2,012,497)</b>	<b>(306,001)</b>	1,706,496	85%
<b>Net profit (loss)</b>	<b>\$ (591,259)</b>	<b>\$ 492,539</b>	<b>\$ 1,083,798</b>	
Debt service collections-1329/No BOF	325,658	341,037	15,379	-5%
Debt service:Prin/Interest	(320,885)	(317,320)	3,565	1%
	4,773	23,717	18,944	

#### **Sewer Fund Quarter Summary Notes**

##### **REVENUE**

Other Operating Rev.-Sewer Connections \$42K

Non-Operating Revenue-Downtown/BOF \$91K, CDAA Flood \$55K, Septage \$16K, IRWMP LS#16- \$268K

##### **EXPENSES**

Nothing Notable

##### **CAPITAL OUTLAY**

Sludge Drying Bed \$110K, Downtown/BOF \$32K, Culvert/Ponds \$31K, Storm Damage \$31K

Vault Valve \$37K

**Budget to Actual**  
*Groveland Community Services District*

**Budget to Actual**  
*Groveland Community Services District*

For 4th Quarter ended June. 30, 2019

<b>Total - Governmental Funds</b>	<b>2018/19 Annual Budget</b>	<b>Year-to-date Actuals</b>	<b>CY Actual Vs. CY Budget-Remaining \$</b>	<b>CY Actual Vs. CY Budget-Remaining%</b>
Property taxes	1,135,835	1,176,738	40,903	-4%
Other operating revenues	21,500	87,889	66,389	-309%
Other nonoperating revenues	170,200	179,659	9,459	-6%
<b>Total Revenues</b>	<b>1,327,535</b>	<b>1,444,286</b>	<b>116,751</b>	
Salaries and benefits	(113,244)	(90,947)	22,297	20%
General Manager-Consulting	(11,100)	(7,278)	3,822	34%
Utilities	(54,000)	(40,819)	13,181	24%
Legal	(1,860)	(756)	1,104	59%
Cal Fire/Amador contract	(1,256,480)	(1,094,669)	161,811	13%
Other operating expenses	(107,595)	(89,252)	18,343	17%
Transfer to OPEB Trust	(11,100)	(11,100)	-	0%
Transfer to Pension/Unfunded	(44,400)	(42,333)	2,067	5%
<b>Total Expenses</b>	<b>(1,599,779)</b>	<b>(1,377,154)</b>	<b>222,625</b>	
<b>Capital outlay (fixed assets)</b>	<b>(287,706)</b>	<b>(314,224)</b>	<b>(26,518)</b>	<b>-9%</b>
<b>Net profit (loss)</b>	<b>\$ (559,950)</b>	<b>\$ (247,092)</b>	<b>\$ 312,858</b>	

**Budget to Actual**  
*Groveland Community Services District*

For 4th Quarter ended June. 30, 2019

Fire	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget- Remaining \$	CY Actual Vs. CY Budget- Remaining%
Property taxes	\$ 1,044,969	\$ 1,082,599	\$ 37,630	-4%
Other operating revenues	20,000	59,206	39,206	-196%
Other nonoperating revenues	1,000	9,874	\$ 8,874	-887%
<b>Total Revenues</b>	<b>1,065,969</b>	<b>1,151,679</b>	<b>85,710</b>	
Salaries and benefits	(41,074)	(33,094)	7,980	19%
General Manager	(1,850)	(1,213)	637	34%
Cal Fire Contract	(996,096)	(950,220)	45,876	5%
Amador Contract	(260,384)	(144,449)	115,935	45%
Utilities	(12,000)	(11,476)	524	4%
Legal	(310)	(92)	218	70%
Other operating expenses	(71,106)	(59,520)	11,586	16%
Transfer to OPEB Trust	(1,850)	(1,850)	\$ -	0%
Tfr. to PERS Unfunded/Smoothing	(37,400)	(35,683)	\$ 1,717	5%
<b>Total Expenses</b>	<b>(1,422,070)</b>	<b>(1,237,597)</b>	<b>184,473</b>	
<b>Capital Outlay (fixed assets)</b>	<b>(76,013)</b>	<b>(106,779)</b>	<b>\$ (30,766)</b>	
<b>Net Profit (Loss)</b>	<b>\$ (432,114)</b>	<b>\$ (192,697)</b>	<b>\$ 239,417</b>	

**Fire Fund Quarter Summary Notes**

**REVENUE**

Equipment Rental \$55K  
Non Oper. Rev.- Interest Earned \$10K

**EXPENSES**

Nothing Notable

**CAPITAL**

Fire Station Pad \$101K

**Budget to Actual**  
*Groveland Community Services District*

For 4th Quarter ended June. 30, 2019

Parks	2018/19 Annual Budget	Year-to-date Actuals	CY Actual Vs. CY Budget-Remaining \$	CY Actual Vs. CY Budget-Remaining%
Property taxes	\$ 90,866	\$ 94,139	\$ 3,273	-4%
Other operating revenues	1,500	28,683	27,183	-1812%
Other nonoperating revenues	169,200	169,785	585	
<b>Total Revenue</b>	<b>261,566</b>	<b>292,607</b>	<b>31,041</b>	
Salaries and benefits	(72,170)	(57,853)	14,317	20%
General Manager	(9,250)	(6,065)	3,185	34%
Utilities	(42,000)	(29,343)	12,657	30%
Legal	(1,550)	(664)	886	57%
Other operating expenses	(36,489)	(29,732)	6,757	19%
Transfer to OPEB Trust	(9,250)	(9,250)	-	0%
Transfer to Pension	(7,000)	(6,650)	350	5%
<b>Total Expenses</b>	<b>(177,709)</b>	<b>(139,557)</b>	<b>38,152</b>	
<b>Capital outlay (fixed assets)</b>	<b>(211,693)</b>	<b>(207,445)</b>	<b>4,248</b>	<b>2%</b>
<b>Net Profit (Loss)</b>	<b>\$ (127,836)</b>	<b>\$ (54,395)</b>	<b>\$ 73,441</b>	

**Parks Fund Quarter Summary Notes**

**REVENUE**

Misc. Rev - Cell Tower Rent \$25K

Non Oper. Rev. - Park Restoration-Flood \$167K

**EXPENSES**

Nothing Notable

**CAPITAL OUTLAY**

Park Restoration Storm- \$201K

July 18, 2019

Paradise Camp Fire Meeting with Butte County Sherriff Honea from the Magalia, Ca office.

I was fortunate to attend the Fire Safety Community Resilience Taskforce Workshop yesterday with the Butte County Sheriff as the guest speaker. This was hosted by Sheriff Poole from Tuolumne County and attended by our District GM, Admin Mgr. and others from Gov't Agencies within our county.

We were able to speak with him after the meeting and I believe that had he not been in charge there would have been many more casualties. Sheriff Honea referred to Divine Intervention several times during this workshop and his love and admiration for his community shines in his eyes.

It was amazing to listen to him. The lessons he learned during the fire storm and shared with others, so we can learn from his experiences, are priceless.

He said he still can't wrap his mind around what happened. And they are still not done. Things haven't slowed down. The fire affected every part of the daily lives of every single member of the community.

We can hope the lessons we learned yesterday are quick to come to mind under any tremendously stressful situation similar to what they all found themselves in up there.

Practice makes perfect. Make your personal plan today. Find those other ways out of town before you need them. And make lists of what you must take, prescriptions, phone numbers, wallet, insurance policies, etc. And when the words EVACUATION are used, for Heaven's sake, leave.

Janice Kwiatkowski

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
July 9, 2019  
10:00 a.m.**

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

**Call to Order**

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

Absent: Director Edwards

**Approve Order of Agenda**

Motion

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

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

*Absent: Directors Edwards*

**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.

**A. Staff Reports**

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
- v. Park Improvement Advisory Committee Report

**Consent Calendar**

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

- A. Approve Minutes from the June 11, 2019 Regular Meeting
- B. Approve Minutes from June 19, 2019 Special Meeting
- C. Accept June Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed to approve the consent calendar.*

*Ayes: Directors Kwiatkowski, Mora, Swan, and Armstrong*  
*Absent: Director Edwards*

### **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.

### **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. Approve Application to the California Fire Foundation / Pacific Gas & Electric 2019 Wildfire Outreach Grant to Allow for the Hiring of Temporary Part-Time Defensible Space Inspectors

#### Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed to approve the Application to the California Fire Foundation / Pacific Gas & Electric 2019 Wildfire Outreach Grant to Allow for the Hiring of Temporary Part-Time Defensible Space Inspectors.*

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

*Absent: Director Edwards*

B. Presentation by Staff Regarding District Preparedness and Related Issues Regarding PG&E's Public Safety Power Shutdown (PSPS)

C. Approval of the District's Response Letter to the Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project; Tuolumne County Community Resources Agency, CEQA Lead Agency

#### Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve of the District's Response Letter to the Notice of Preparation (NOP) of the Draft Environmental Impact Report (EIR) for the Under Canvas Project; Tuolumne County Community Resources Agency, CEQA Lead Agency.*

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

*Absent: Director Edwards*

D. Adoption of a Resolution Approving Agreement with Wood Rodgers Consulting Engineers for Preparation of the Integrated Water and Wastewater Master Plan, and Authorizing the General Manager to Negotiate and Sign a Consulting Services Agreement.

#### Motion

*Director Armstrong moved, seconded by Director Mora and the motion passed to Adopt Resolution Approving Agreement with Wood Rodgers Consulting Engineers for Preparation of the Integrated Water and Wastewater Master Plan, and Authorizing the General Manager to negotiate and Sign a Consulting Services Agreement.*

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

*Absent: Directors Edwards*

- E. Status Update and Receive Direction on a Modified Employee Work Schedule to Include a Potential Nine-Eighty or Four-Ten Workdays, Related Changes to Office and Field Staffing Hours, and Management Authorization to Approve Modified and Flexible Work Days and Work Hours
- F. Submit a Vote for up to Three (3) Candidates to be Elected to the SDRMA Board of Directors

Motion

*Director Kwiatkowski moved, seconded by Director Mora and the motion passed to vote for candidates Bob Swan, Patrick K. O'rourke, and Sandy Seifert to be elected to the SDRMA Board of Directors.*

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

*Absent: Director Edwards*

- G. Review of a Draft Resolution Seeking Special Districts on Tuolumne County Local Agency Formation Commission (LAFCO), and Related Actions
- H. Establish a Special Meeting Date, Time and Authorize Expenditures for a Public Park Improvement Input Event to be Coordinated by the Groveland Regional Area Community Enhancement (GRACE) Committee at Mary Laveroni Park

The Board scheduled three Public Workshops for GRACE community outreach on July 18, 2019, August 15, 2019, and September 9, 2019 from 7:00pm-8:30pm.

The Board convened into closed session at 1:05pm.

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

- A. Public Employee Performance Evaluation  
Pursuant to Govt. Code Sec. 54957  
Title: General Manager

The Board reconvened into open session at 1:38pm.

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

**Adjournment**

*The meeting was adjourned at 1:38pm.*

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
Jennifer Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
July 25, 2019  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Robert Swan, John Armstrong, and Spencer Edwards being present. Also present was Administrative Services Manager Jennifer Flores and General Manager Pete Kampa.

**Call to Order**

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

Absent: Directors Kwiatkowski and Mora

Motion

*Director Armstrong moved, seconded by Director Edwards, and the motion passed to appoint Director Swan as Board Chair for the day as both President and Vice President were absent.*

*Ayes: Directors Swan, Edwards, and Armstrong*

*Absent: Directors Kwiatkowski and Mora*

**Approve Order of Agenda**

Motion

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

*Ayes: Directors Swan, Edwards, and Armstrong*

*Absent: Directors Kwiatkowski and Mora*

**Public Comment**

None.

**Discussion and Action Items**

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

- A. Delinquent Account Balances to be Placed on Tuolumne County Tax Rolls
  - a. Public Hearing for the Placement of Delinquent Charges for FY 2018-19 on Property Tax Rolls

Director Swan opened the public hearing at 10:07am.

Director Swan closed the public hearing 10:07am.

- b. Consider for Adoption Resolution 30-19 Regarding Collection of Delinquent Charges

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed to approve Resolution 30-19, a Resolution Adopting the Collection of Delinquent Charges.

Ayes: Directors Swan, Edwards, and Armstrong

Absent: Directors Kwiatkowski and Mora

**Adjournment**

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to adjourn the meeting at 10:09am.

Ayes: Directors Swan, Edwards, and Armstrong

Absent: Directors Kwiatkowski and Mora

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
Jennifer Flores, Board Secretary



**BOARD MEETING AGENDA SUBMITTAL**

**TO: GCSB Board of Directors**

**FROM: Jennifer Flores, Administrative Services Manager**

**DATE: August 13, 2019**

**SUBJECT: Agenda Item 5C: Approval of the Attendance of Two (2) Directors at the California Special Districts Association (CSDA) Annual Conference and Exhibitor Showcase September 25-28, 2019**

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**RECOMMENDED ACTION**

Staff recommends the following action:

*I move to approve two directors to attend the California Special Districts Association (CSDA) Annual Conference and Exhibitor Showcase September 25-28, 2019*

**BACKGROUND**

The CSDA Annual Conference and Exhibitor Showcase is an educational and networking three day event for special district professionals and industry experts. The conference is designed to develop new partnerships and to participate in inspiring and motivating keynote sessions. The intent of the conference is for special district professionals to walk away with strategies, new connections, and innovative ideas to move their districts forward.

**ATTACHMENTS:**

1. Annual Conference Brochure

**FINANCIAL IMPACT:**

The conference registration fee is \$624 per participant, plus airfare and lodging for both participants estimated to be approximately \$1,400. Director Kwiatkowski was awarded a scholarship for the cost of the registration of the event.

**2019 CSDA Annual Conference and Exhibitor Showcase**

September 25-28, 2019 Anaheim, CA

**Learn.  
Network.  
Celebrate.  
Experience.**



*Celebrating 50 Years of Service.*



LET'S CELEBRATE GOOD  
**T**IMES!



Anaheim Marriott



*Marriott Lobby*



*Marriott Grand Plaza*



*Mile Square Golf Course*

## As a special district leader, you already know what makes special districts so special, but do you know what makes this conference so special? It's CSDA's 50th anniversary celebration!

Be sure to register now – a celebration like this won't happen again for another 50 years!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss!

Join 800-plus special district professionals and industry experts for a three day, must-attend education, and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.

### What to Do?

"As a city built on imagination, Anaheim is where all of your inner enthusiasts can have their day. Visit Anaheim and discover an atmosphere where hip hangouts and hidden gems inspire animated attitudes from visitors and locals alike. From the magic of Main Street to a collective of one-of-a-kind flavors, scenes, sights, and sounds – we invite you to experience the authenticity of all things Anaheim and come hang out with us."

### Location

Anaheim Marriott  
700 West Convention Way  
Anaheim, CA 92801

### Hotel Room Reservations

The CSDA room rate at Anaheim Marriott is \$180 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is August 27, 2019; however, space is limited and may sell out before this date.

# Wednesday, September 25, 2019

## WORKSHOPS

(Pre-registration/payment required - includes lunch)

9:00 a.m. – 3:30 p.m. **CIP SDLA**  
**Special District Leadership Academy**  
**Module 1: Governance Foundations**

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$225 MEMBER, \$340 NON-MEMBER**

9:00 a.m. – 3:30 p.m.  
**Developing Effective Policies, Procedures, and Task Outlines**

CPS HR Consulting

Does your organization struggle to keep its written directions up to date? Do your rules and instructions exist only as "institutional knowledge" in someone's head? Is it a challenge to get employees to read (and follow) your policies and procedures?

Packed with the tools and formats needed to create crisp, clear, and reader-friendly rules and instructions. This popular course has been instrumental in transforming hundreds of organizational policy manuals nationwide. Participants will learn how to apply Plain Language principles as they develop policies, procedures, and task outlines.

Come learn how to:

- » Separate policy, procedure, and task outline content for better comprehension
- » Develop policies into "headline" format
- » Develop procedures into "play script" format
- » Develop task outlines into "cookbook" format

**\$225 MEMBER, \$340 NON-MEMBER**

12:30 – 3:30 p.m.

**The Board and GM Working Together to Optimize the District – A 5-Step Program for Assuring Optimal Performance**

BHI Management Consulting

Optimizing District performance is always a goal. This pre-conference workshop provides a systematic five-step approach to do so.

The five steps that will be presented in detail are:

- » A Frank Assessment of District Position, Status and Outlook
- » A Realistic Look at Communications Between the Board and GM
- » An Honest Appraisal of the Third Rails of your Organizational Model
- » Policies that Support Best Practices
- » Clearly Setting the Organizational Vector

The instructor will use in-class exercises and assessment tools for each step for assessment purposes. Come prepared to have open dialogue about how to get and keep your district performing at the highest levels.

Recommended for at least two Board members and their GM to attend.

**\$150 MEMBER, \$225 NON-MEMBER**  
(no lunch provided)

## CERTIFICATION EXAM

(Optional – must be scheduled prior to conference)

1:30 – 3:30 p.m.

**Special District Administrator (SDA) Certification Exam, Special District Leadership Foundation**



## 50TH ANNIVERSARY BONUS SESSIONS!

**It's CSDA's 50th Anniversary!**  
**We've added some "bonus sessions" at no cost to celebrate!**

1:30 – 2:15 p.m. **BONUS SESSION**

**Everything You Ever Wanted to Know About Website Compliance – And More!**

Streamline

The topic might sound boring, but this presentation won't be! Sloane will do her best to be entertaining while explaining the requirements of SB 929 and recent changes to online requirements for special districts in California. We'll look at the five website posting requirements (including how to create your Enterprise System Catalog, if you haven't already), updated agenda formatting and posting requirements brought to us compliments of AB 2257, and how to test your site for Section 508 / ADA accessibility. All attendees will leave with tips and materials that will make compliance a cinch.



## SDRMA CREDIT INCENTIVE POINTS CIP

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

WEDNESDAY, SEPTEMBER 25, 2019 CONTINUED

### GOLF TOURNAMENT

(Pre-registration / payment required)



#### 8:00 a.m. Tee Times Begin **SDLF Scramble for Scholarships**

##### Mile Square Golf Course

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$80 INCLUDES GOLF WITH CART, LUNCH, AND PRIZES!**

### DISTRICT TOUR

(Early registration is encouraged. Limited to 56 attendees)

12:30 – 3:30 p.m.

#### **Orange County Water District Tour**

Participate in this two-hour tour at the Orange County Water District to learn about the importance of wastewater purification. Explore the Groundwater Replenishment System (GWRS), the world's largest water purification system that produce high-quality water using a three-step treatment process.

**\$30 PER PERSON INCLUDES TRANSPORTATION TO/ FROM THE HOTEL AND TOUR**



### NETWORKING

(All attendees welcome)

3:45 p.m. – 5:15 p.m.

#### **Chapter Roundtable Discussion**

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



# CONFERENCE BEGINS!

5:15 – 7:30 p.m.

WEDNESDAY, SEPTEMBER 25, 2019

### **President's Reception with the Exhibitors**

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment provided.

*(All registered attendees welcome)*

1:30 – 2:15 p.m. **BONUS SESSION**

#### **The Power of Pooling for Health Benefits**

SDRMA

Presentation by SDRMA about their Small Group Health Benefits program that is part of the CSAC-EIA Health pool. Learn about what options for Health Benefits are available to agencies of all sizes under a pool that is run by its participating agencies.

2:30 – 3:30 p.m. **BONUS SESSION**

#### **Town Hall – Legal Eagles**

Liebert Cassidy Whitmore

Join us this year to get your questions answered! Special districts deal with a number of issues on a daily basis and it is best to be prepared. Share your questions with others who probably have the same problems, concerns and issues. This is a great opportunity to get some great legal answers - without those annoying billable hours!

# Thursday, September 26, 2019



7:30 a.m. – 6:30 p.m.

## Exhibitor Showcase Open



7:30 – 8:30 a.m.

## Continental Breakfast with the Exhibitors

## AWARD NOMINATIONS



### CSDA Recognizes the Best Among Special Districts

Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations.

Visit the awards section of our conference website at [conference.csda.net](http://conference.csda.net) for more information.

**Schedule Change!** *This year, there will not be an Awards Luncheon, rather awards will be presented during general sessions throughout the conference.*

If you have any questions regarding the awards or the awards process, please contact Vanessa Gonzales at 877.924.2732 or by email at [vanesag@csda.net](mailto:vanesag@csda.net).

Deadline for submissions is Wednesday, July 17, 2019. All applicants will be notified prior to the Annual Conference as to the winner.



8:45 – 11:00 a.m.

OPENING KEYNOTE PRESENTATION

## Mark Scharenbroich

### Nice Bike – Making Connections that Move People

Mix thousands and thousands of black leather, bandana wearing, tattoo bearing Harley-Davidson riders with a 100th Anniversary and one beige rental car and the end result will be the perfect metaphor for connecting with others: "Nice Bike."

Nice Bike acts as a powerful catalyst to help build stronger, more unified teams. The message inspires audience members to be more engaged and passionate about connecting with others.

Join Emmy award-winning speaker, Mark Scharenbroich as he takes you for a fun ride on how to be effective at making meaningful connections in both your professional and personal life. His Nice Bike principle is supported by three strong actions: acknowledge, honor and connect.

11:15 a.m. – 12:30 p.m.

## CSDA Finance Corporation Board and Annual Meeting

THURSDAY, SEPTEMBER 26, 2019 CONTINUED

**(BREAKOUT SESSIONS) 11:15 A.M. – 12:30 P.M.**

## Application of the California Environmental Quality Act to Districts Projects

Lozano Smith

The California Environmental Quality Act (CEQA) is a complicated body of law governing public projects, and its application is very broad. Failure to comply can result in significant delays. This session will review the application of CEQA and other environmental laws to district projects, how to identify those projects, and how CEQA is used by project opponents. This session will explore the application of CEQA and other environmental laws to projects, including renovations, expansions, and real property sales or acquisitions. It will also help districts identify other actions that are deemed to be projects under CEQA. This presentation will provide participants with an overview of the CEQA process, a better understanding of the applicability of other environmental laws, and answers to their real-world questions.

## California on Fire: Special Districts Addressing Future Wildland Fires

SCI Consulting Group

Come learn what we all need to do to prepare for California's future wildland fire crisis focusing on Fire Suppression including evacuation, training and communications; and Forest Management and Structure Resiliency.

## California's Top 5 New Employment Laws in Response to the #MeToo Movement

Meyers Nave

In response to #MeToo, Governor Brown signed multiple bills into law to address sexual harassment and gender discrimination and remove structural issues that enabled this environment to persist in the workplace. The session explains the top 5 new laws and new obligations created for employers: (1) AB 3109 (bars prohibition on testifying about alleged sexual harassment or criminal conduct), (2) SB 820 (bans non-disclosure provisions and secret settlements), (3) SB 1300 (limits non-disparagement clauses, expands employer liability, authorizes bystander training) (4) SB 1343 (expands sexual harassment prevention training) and (5) SB 224 (expands relationships subject to sexual harassment claims). The session also provides practical tips on how special districts can leverage these changes to create a more inclusive and civil workplace that helps prevent harassment from occurring and makes it more likely to be reported.

## Fast Track Your Leadership Succession Planning

CPS HR Consulting

The need for leadership succession planning in the public sector is rapidly growing due to a perfect storm developing in the employment climate. This storm is built on the ongoing retirements of current leadership, a tight labor market, and a need for ways to better engage employees. In this session, we will discuss how to fast-track your leadership succession planning using a process to identify leadership potential and overcome barriers to finding reliable and trustworthy learning and development resources.

## Financing New Projects with New Revenues: CFD and Assessment District Planning, Implementation and Compliance

NBS

Utilizing land-secured Special Financing Districts (SFDs) requires considerable planning, thoughtful implementation and attention to the ever-changing legal landscape. This session will cover these components, including a Desert Recreation District case study.

## Policies vs. Procedures – What's the Difference?

CPS HR Consulting

Are your policies and procedures bloated and hard to follow? Is it difficult for new employees to find answers to work-related questions?

This popular breakout session provides insights to better develop and organize clear and useful policies and procedures.

Come learn:

- » What content belongs where
- » Why separating policies from procedures matters
- » Which tools work best to quickly and effectively produce "reader-friendly" policies and procedures.

## Public Records Laws, Requests and Responses – What You Need to Know

Best Best & Krieger, LLP

The California Public Records Act (PRA) was adopted to foster transparency, accountability and greater public access to government records, but compliance can be complicated, costly, and time consuming. This is especially true with increasing amounts of electronic data being stored, accessed and shared on both public and private devices. This session will provide information on making the most of publicly available information, knowing requesters' rights, public offices' obligations and the secrets to a successful public records request, and much more. After completing this session, attendees will feel more confident in knowing the best practices for responding to PRA requests.

# Thursday, September 26, 2019



12:30 – 2:00 p.m.

## Lunch with the Exhibitors

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

*Lunch is included in conference registration.*

### (BREAKOUT SESSIONS) 2:15 – 3:30 P.M.

## Are Your Electronic Devices Spying on You?

Streamline

The short answer is yes. Smart homes and the Internet of Things (IoT) are the next frontier for the battle for your privacy and digital rights. Do you own an Alexa device, Google Home device, or even a smartphone? What about a printer? You might be surprised how much data is being gathered by your devices. And if you're on Facebook, or even just surfing the internet, the collection of information about you is growing...and likely connects employees with your district. With this understanding, what can we do to protect ourselves? In this talk we'll explore data collecting trends and share strategies you can employ to keep yourself and your district safe.

## Building Trust of Management and Staff within Your Board

BHI Management Consulting

A key element of highly effective Districts is top to bottom trust. This session will offer tools to improve and solidify trust between the Board and management/staff. The session is led by a seasoned public agency consultant, with years of experience as a consultant and elected official.

## Independent Contractor Do's and Don'ts

Aleshire & Wynder

From selecting to using and paying independent contractors - we will discuss the regulations you need to know.

## Privacy in a Connected World Has Risks

Nossaman, LLP

The session will discuss various facets of privacy in a changing technology and legal landscape. The session will cover California's evolving legal landscape governing privacy, public employee issues relating to privacy, and the intersection between social media, privacy, and open government. This presentation contains critical information for governmental agencies, including practical solutions and best practices for managing privacy-related risks.

## Required Ethics AB1234 Compliance Training (Part 1) *(Must attend both sessions for certificate)*

Meyers Nave

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

## Setting the Stage for Success: How to Prepare for Capital Improvement Financing

CSDA Finance Corporation

You may be ready to expand that facility, purchase that property, install those solar panels, or replace those pipes. But are you ready to access financing? If your district is planning to use debt to fund all or part of a mission-critical capital project, it is important to know what investors and lenders are looking for and what your options are. Join the expert consultants from the CSDA Finance Corporation and a guest speaker from S&P Global for a discussion of funding structures, sources of repayment, credit analysis, and more.

## Transparency and Accountability: Updates on the Brown Act and Conflicts of Interest

Meyers Nave

The Brown Act provides legal requirements designed to help guarantee the public's right to attend and participate in meetings of local legislative bodies, as well as promote transparency by ensuring access to information involved in local government decision making. Conflicts-of-interest laws were created for the principle that the personal or private financial considerations of government officials should not enter the decision-making process. Presented by a recent member of the California Fair Political Practices Commission, this session provides an update on new developments regarding special district compliance with both areas of law.

THURSDAY, SEPTEMBER 26, 2019 CONTINUED  
**(BREAKOUT SESSIONS) 3:45 – 4:45 P.M.**

**District Dissolutions – the Good, the Bad, and the Ugly: How LAFCOs can Initiate Involuntary Dissolutions, How Districts Can Initiate Dissolutions or Consolidations, and Why LAFCo Participation Matters**

Colantuono Highsmith & Whatley, PC

A session providing a practical, informative discussion of the key provisions of the Cortese-Knox-Hertzberg Act, how LAFCOs work on the ground in relation to Special Districts and proposed voluntary and involuntary dissolutions and consolidations, and how and why special districts will benefit from being informed and active participants with LAFCO. Taught by two City Attorneys with significant LAFCO experience, including representing applicants before LAFCOs and advising LAFCOs as General Counsel, this workshop will provide participants with an understanding of the LAFCO process and why it is important for special districts. We will focus on several involuntary district dissolution case studies as examples of how and why LAFCOs can pursue involuntary dissolutions, what subject districts can do in response, and how and why district-initiated dissolutions and consolidations can be useful tools to improve services to their communities.

**District Elections and the California Voting Rights Act: Who is Targeted, and What Happens When You Are Challenged?**

National Demographics Corporation and Cole Huber, LLP

The wave of legal challenges to election systems that has swept through California’s cities and school districts recently swept up many special districts across the state. This panel will discuss which districts have been targeted so far and who is likely to be challenged in the future; what options a district has when it receives a challenge; and what is involved in making the change to by-area Board elections.

**General Manager Performance Evaluation: A Proven Approach that Helps Build an Effective Working Relationship Between the Board and Manager**

Rauch Communication Consultants

An effective and complete general manager performance evaluation is essential for the manager to perform at his or her best, and to ensure an effective working relationship between the board and manager. But many boards tend to fumble, ignore or mishandle this critical activity. This session details a proven process that will help you give each board member and the manager an opportunity to hear from each other; incorporates both subjective and objective metrics; ensures there is policy level direction to clarify the managers’ goals for the coming year, and links evaluation to the strategic plan and manager’s goals for the year. There will be time for questions and answers.

**Meeting Management: Tips for Efficient and Effective Public Meetings**

Richards Watson Gershon

Public meetings influence how your agency is perceived by the public. Basic meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency.

**Promote the Small Stuff**

Dublin San Ramon Services District and Probolsky Research

Learn how special districts throughout the state are getting big public support by promoting lower profile parts of their operations such as cell tower rental revenue, bidding cooperatives, watershed trust funds, etc.

**Required Ethics AB1234 Compliance Training (Part 2)**

Meyers Nave

*See previous session description. (Must attend both sessions for certificate)*

**The Uniform Public Construction Cost Accounting Act and How it Benefits Public Works Projects Implemented by Special Districts**

Panel Discussion

The Uniform Public Construction Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects less than \$200,000 that supports efficient and flexible project delivery. The session will cover key provisions of the act, the policies and procedures manual published by the State Controller’s office, and examples of how the act is utilized to promote efficient project delivery for special districts.



5:00 – 6:30 p.m.

**Mix & Mingle in the Exhibit Hall: Grand Prize Drawings**

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town for dinner. Be sure to enter for one more chance to win one of our fabulous prizes!

Exhibit hall closes on Thursday, September 26 at 6:30 p.m.

# Friday, September 27, 2019



7:45 – 8:30 a.m.

## **SDRMA Sponsored Plated Breakfast**

All registered attendees and exhibitors welcome.

8:30 – 10:45 a.m.

SDRMA GENERAL SESSION, KEYNOTE, SAFETY AWARDS

## **Erik Qualman Socialnomics: Your Path to Digital Transformation**



In this interactive and entertaining session, Erik Qualman, author, showcases habits that drive success and happiness for you employees, partners and constituents.

What you'll hear:

- » Current and future trends that will impact your business
- » Digital leadership practices that allow you to be cutting edge versus bleeding edge
- » The delicate harmony of offline and online initiatives to reach your employees, constituents and stakeholders
- » Habits that will allow you to be the disruptor vs. the disrupted

You will leave with a clear understanding on why we don't have a choice on whether we digitally transform.

The choice is how well we do it.

Most importantly, you will be given the guideposts to continue on your path of digital transformation, today.

IT WAS A GREAT CONFERENCE OVERALL. GREAT INFORMATION AND GREAT ENERGY, GOOD PEOPLE DEDICATED TO MAKING A DIFFERENCE.

SARAH COOLIDGE  
DIRECTOR, NORTH TAHOE PUBLIC  
UTILITY DISTRICT

### **(BREAKOUT SESSIONS) 11:00 A.M. – 12:15 P.M.**

## **Courageous Authenticity**

Liebert Cassidy Whitmore

One of the key qualities of a leader is the ability to handle critical conversations. To be effective, communication must be positively motivated toward the success of others and be delivered in a clear, honest, and direct way. Performance related situations and disagreements with high-level decisions both test our ability to communicate and have an impact on the organization. This is tough stuff! This session will explore the elements of courageous authenticity and offer strategies for tackling difficult conversations.

## **Partnerships & Collaborations: Stretching Community Dollars and Resources**

Institute for Local Government

How can local governments utilize collaborations and partnerships to stretch resources and deliver more services to communities? This session will discuss the benefits of partnering with other agencies, how to get the conversation started or scale up existing partnerships and examples of how special districts are partnering to help address one of California's most vexing challenges – homelessness.

FRIDAY, SEPTEMBER 27, 2019 CONTINUED

**(BREAKOUT SESSIONS CONTINUED) 11:00 A.M. – 12:15 P.M.**

## Recent Trends in Special District Finances and Employment

US Census Bureau

This presentation will use data from the recently released 2017 Census of Governments to discuss trends in special district financial and employment activity both in California and at the national level.

## Special Districts and Drones: What Public Officials Need to Know about Unmanned Aerial Vehicles

Hanson Bridgett, LLP

The FAA estimates 2 million model drones will be in use by the end of 2019. This technology is only becoming more prevalent and easier to use. Whether your agency is considering using drones or regulating their use by members of the public, join us for a practical discussion of key considerations and recent developments in the law and regulatory environment.

## Vesting Rights and Public Pensions in the 21st Century

Atkinson, Andelson, Loya, Ruud & Romo

For many of us, pension benefits have long been considered untouchable as public entities face the daunting task of trying to make financially prudent decisions in a difficult economic climate. However, recent California decisions have demonstrated that pension benefits are not untouchable as they once appeared; under the proper circumstances, they can be subject to reasonable modifications. This presentation will discuss and summarize the vesting rights doctrine; address the Marin County, Alameda County, and Cal-Fire decisions; and make educated predictions about the future of the vesting rights doctrine as it pertains to public pensions in light of these decisions.

## What You Need to Do to Gain Public Support – an Action Plan for Your Upcoming Rate, Tax, or Assessment Increase

Rauch Communication Consultants, Inc.

Every District needs to obtain public support for its finances. Learn how to bridge the gap between public wants and agency needs. This session will provide techniques for explaining financial issues in lay terms, how to plan finance-related outreach, and how to get support for your rates, fees, charges or taxes. The workshop will include real examples from successful districts, case studies, and time for questions and answers.

## Whistle While Your Work!

Special District Risk Management Authority

California employment related lawsuits have increased with plaintiff's now alleging 'Whistle-Blower' protected status. Labor Code §1102.5 provides protection to the 'Whistle-Blower' from employment related retaliation when the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation, regardless of whether disclosing the information is part of the employee's job duties.

How does a public agency protect itself from 'Whistle-Blower' claims? In this session the presenter will discuss the essential elements necessary for a 1102.5 claim and what a public entity employer must do before making an employment related action against a current employee.



12:30 – 2:00 p.m.

## Legislative Update Luncheon

(All attendees welcome)

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2019, as well as a sneak peek of what to expect in 2020. Get all the latest legislative results and learn what they mean for special districts going forward.

# Friday, September 27, 2019

(BREAKOUT SESSIONS) 2:15 – 3:30 P.M.

## Become a Media Darling

Communication Advantage

This is an unusual session, consisting solely of an on-camera practice lab in which the instructor will put on her veteran reporter's hat to conduct short, one-on-one practice interviews with attendees. The interviews will be played back and critiqued to help participants craft killer-good answers and messages, as well as strengthen delivery techniques. Excellent chance for general managers, managers and elected officials to beef up communications skills absolutely vital for leaders who hope to succeed and earn the community's trust. Length of session may be determined by number of attendees wanting to participate.

## Dealing with Difficult People

CPS HR Consulting

Whether a person serves directly to the general public, or serves, and works with internal clients such as colleagues, or internal departments, difficult behaviors may arise. These behaviors may be based on circumstances, internal or external stressors, or a repetitive pattern of behavior. Difficult behaviors can be very problematic to deal with, and may cause conflict, tension, misunderstandings, and a host of other problems that can be damaging to workplace harmony, peer, and management relationships. This session will help attendee specifically identify the behavior, recognize how it is affecting you, and those around you, and utilize the strategies learned in this session on how to effectively address the behavior in a productive manner.

## Harassment Prevention Training for Board Members and Supervisors (Part 1)

(Must attend both sessions for certificate)

Burke, Williams & Sorensen, LLP

Presented by two dynamic employment attorneys, this fun, informational, and interactive workplace harassment prevention training will focus on current and emerging issues resulting from the #MeToo movement, and teach officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation, and abusive conduct in order to avoid personal and agency liability in compliance with California state laws (AB 1825/2053/1661).

## It's a Jungle Out There: Public Entities are Being Attacked in All Directions. It's Not a Cruise It's a Journey

Special District Risk Management Authority

California public entities have seen a significant increase in claims filed against them over the last 5 years from dangerous conditions of public property to employment lawsuits. What claims and against public entities are covered? What can public entities do to limit their exposure? What should they do when a claim is filed against them? In this session, the presenter will guide agencies through the laws from government code, to vehicle code to Fair Employment & Housing Act so that agencies can survive the jungle and all its scary pitfalls.

## Preventing the Violence

Standards Training Group

Violent events are occurring at an alarming rate across the country. From the active shooter to the violent criminal, these acts are taking many innocent lives and affecting organizations like never before. This interactive session will address increasing the odds of detecting potentially violent behavior before it starts; and should the behaviors be missed, increase the odds of surviving a violent event.

## Technology Law: What's New for Special Districts?

Atkinson, Andelson, Loya, Ruud & Romo

Everyone knows how quickly technology can change. However, not everyone knows how the laws continue to evolve to keep up with these changes. You will want to attend this session if your district: • Uses social media; • Maintains electronic records; • Has employees who work remotely; • Allows employees electronic access through personal devices; • Is considering or currently has an app. We will focus on recent changes to existing law, as well as new laws likely to impact special districts.

## What's New in Prevailing Wage Compliance

Contractor Compliance and Monitoring, Inc

Every year the California Legislature and the Department of Industrial Relations changes the law and regulations governing prevailing wages. 2019 is no different. Join this informative presentation on the new laws and regulations impacting Public Agencies and the contractors which perform your public works. The discussion will include how the DIR will handle the prosecution of unregistered contractors and how penalties will be assessed against the contractors and the Public Agency.

GOING TO CONFERENCE IS ALWAYS AN EXCELLENT OPPORTUNITY TO NETWORK AND MEET NEW PEOPLE AS WELL AS LEARN. I NEVER LEAVE WITHOUT LEARNING SOMETHING THAT WILL BENEFIT MY BOARD OR MY COMMUNITY.

CRYSTAL SMITH  
DIRECTOR, EDGEMONT COMMUNITY SERVICES DISTRICT

FRIDAY, SEPTEMBER 27, 2019 CONTINUED

**(BREAKOUT SESSIONS) 3:45 – 5:00 P.M.**

### **A Blunt Reality? Drugs & Alcohol in the Workplace**

Liebert Cassidy Whitmore

The issues raised by Prop 64 provide a good opportunity for employers to review and revise their drug and alcohol policies in the workplace and ensure that any drug and alcohol testing procedures in place are being conducted appropriately within the confines of the law. This interactive session will use real-life case studies and scenarios to address common concerns regarding employee drug and alcohol issues both inside and outside of the workplace and provide guidance on what actions employers can take to address such matters. This topic touches on several related areas of the law, including constitutional privacy protections and disability accommodation obligations, as well as core performance management skills. Join us on a highly interactive trip through the do's and don'ts of hiring and managing employees regarding substance use and abuse in the workplace.

### **Harassment Prevention Training for Board Members and Supervisors (Part 2)**

Burke, Williams & Sorensen, LLP

*See previous session description. (Must attend both sessions for certificate)*

### **How to Collect Unpaid Bills: New Restrictions on Discontinuing Water Service**

Richards Watson Gershon

In 2018 the Legislature approved SB 998, which imposes restrictions on water districts that discontinue water service for nonpayment of customer bills. This presentation will address the various legal mechanisms that utility providers have to collect unpaid bills, with a particular emphasis on SB 998's new requirements for water districts that may wish to discontinue service as a remedy for unpaid customer water bills.

### **Navigating and Implementing SaaS Agreements**

Meyers Nave and Municipal Information Systems Association of California (MISAC)

Learn from the experts how to navigate the negotiation, execution, and implementation of a SaaS (Software as a Service) Agreement. Interactive discussion facilitated by a former special district Chief Information Officer and an attorney who specializes in technology agreements for public entities, attendees will learn best practices and watch for pitfalls related to current IT agreements.

### **Progressive Design Build: Innovative Construction through Collaborative Delivery Methods**

East Valley Water District

Join us for a discussion about building a project team through the use of progressive design build and how it changes the process from bidding to completion compared to traditional design-bid build.

### **Tips and Tricks to Increase Engagement and Service on Boards and Commissions**

Institute for Local Government

Many local officials and staff report that the residents they see participating in public meetings and serving on local boards and commissions are a narrow slice of the whole community. This session will provide an overview of community engagement best practices and tips to increase engagement as well as trusted and innovative strategies special districts have implemented to increase interest in serving on boards and commissions.

### **At the Table Or on the Menu?**

California Special Districts Association

Do you or some of your colleagues have the mindset that special districts are better kept "under the radar?" Do you think "lobbyist" or "politician" is a dirty word? Is the legislative process confusing or intimidating? Do you question whether the "little guy" can really make a difference in Sacramento? Have you wondered whether it's even legal for special districts to lobby or take positions on legislation or ballot measures? We will answer these questions and equip you with tools to respectfully and effectively communicate that we do need more local control.



6:00 – 9:00 p.m.

## **50TH ANNIVERSARY CELEBRATION**

Come celebrate CSDA's Golden Anniversary in the Golden State. This fun filled evening includes fun and tasty food and beverage sampling, live entertainment, and highlights of CSDA's 50 years of service to California Special Districts.

### **Entertainment by Soulville**

Attendees will be dancing the night away during our 50th Anniversary to hits from the past five decades from Southern California's premiere cover band – Soulville.

The Special District Leadership Foundation's (SDLF) largest fundraiser – The Taste of the City Silent Auction will also be held during this celebration.



### **CLOSING PROGRAM**

**Saturday, September 28, 2019**

7:30 – 9:00 a.m.

### **Doughnuts and District Types**

Here's your chance to connect with similar districts and discuss some of your most pressing issues!

Join your peers from around the state for a light breakfast along with lively and informative discussion by district type before you head back home.

9:00 a.m.

### **Conference ends**

FRIDAY, SEPTEMBER 27 • 6–9PM

Held at the Grand Plaza

CELEBRATING



CSDA'S 50 YEARS OF SERVICE



**Join the Celebration!**

- Sample local food and beverages
- Highlights of CSDA's 50 years of service to California Special Districts
- Entertainment by Soulville
- Hits from the past 5 decades
- SDLF Fundraiser-Taste of the City Silent Auction





# 2019 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE ATTENDEE REGISTRATION FORM



one form per attendee, please print

### Three Ways to Register:

- ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net).
- FAX your registration form to 916-520-2465.  
All faxed forms must include payment.
- MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form along with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net).

### Full conference registration fee includes:

- » President's Reception with the Exhibitors Wednesday Evening
- » Keynote Sessions and Breakout Sessions
- » Continental Breakfast with the Exhibitors on Thursday
- » Lunch with the Exhibitors on Thursday
- » Mix and Mingle in the Exhibit Hall on Thursday
- » SDRMA Full Plated Breakfast on Friday
- » Legislative Update Luncheon on Friday
- » 50th Anniversary Celebration on Friday
- » Closing Breakfast on Saturday

**Full conference GUEST registration includes all meal functions.**

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
CONFERENCE REGISTRATION FEES		EARLY BIRD (ON/BEFORE AUG. 23, 2019)	REGULAR (AFTER AUG. 23, 2019)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$625.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference		\$940.00	\$1015.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$450.00	\$485.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$350.00 each day	\$375.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$510.00 each day	\$565.00 each day	
SEPARATE REGISTRATION FEES		MEMBER	NON-MEMBER	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 25		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: Developing Effective Policies... - Sept. 25		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Sept. 25		\$150.00	\$225.00	
<input type="checkbox"/> Pre-Conference Tour: Orange County Water District Tour - Sept. 25		\$ 30.00 (includes transportation) (limited to 56 attendees)		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Sept. 25		\$ 80.00 (includes lunch)		
<input type="checkbox"/> 50th Anniversary Celebration (Guests only) - Sept. 27		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
<b>TOTAL</b>				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, August 30, 2019. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 30, 2019. Substitutions are acceptable and must be done in writing no later than September 13, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution request to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are).



California Special Districts Association  
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Sacramento, CA 95814

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# 2019 CSDA Annual Conference and Exhibitor Showcase

September 25-28, 2019    Anaheim, CA

## Attendee Brochure

THE LEADERSHIP CONFERENCE FOR  
SPECIAL DISTRICTS.





## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 5D. Approval for Board President to attend as a District approved event a Community Services District formation meeting in Tuolumne City

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### **RECOMMENDED ACTION**

Staff recommends the following action:

*It is recommended that the Board, by motion, authorize the Board President to attend as a district approved event a community services district formation meeting in Tuolumne city.*

### **BACKGROUND**

The community of Tuolumne City is considering the formation of a community services district to combine the services of a separate sanitary district, park district, cemetery district and fire district. This effort has been ongoing for several years, and community/effort leaders have requested that General Manager Kampa attend as an experienced CSD manager to answer questions. They would also very much like to have an elected Board official attend to give their perspective on how things work in a CSD, answer questions and hopefully relieve fears.

For the assigned District elected member to be compensated for the effort, Board authorization of this as an official district function is required.



# ACCOUNTS PAYABLE CHECK LISTING

July, 2019  
Fiscal Year 19/20  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks



User: dpercoco  
Printed: 8/6/2019 8:27:54 AM

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18052	Adv02	Adventist Health Sonora	7/25/2019	True	A Filippi Vaccine	\$424.00
18053	ATT02	AT&T	7/25/2019	True	Monthly Cal Net phone service 6/17/19 to 7/16/19	\$482.92
18054	UB*02480	Baker, Michelle	7/25/2019	True	Refund Check	\$5.83
18055	BNY03	Bank of New York Mellon	7/25/2019	True	IRS Rebate Calculation for 2014 Wastewater Rev. Bond -\$3,450,000	\$2,750.00
18056	BRE01	Breshears, W. H.	7/25/2019	True	Fuel & Oil	\$4,703.05
18057	BUR01	Burton's Fire Inc	7/25/2019	True	1 ea. Display monitor for Engine #781 pump panel	\$485.04
18058	CAR06	Carbon Copy Inc.	7/25/2019	True	Monthly Copier Usage	\$58.86
18059	CIT01	Citygate Associates, LLC	7/25/2019	True	Perform Update of District Fire Master Plan	\$987.00
18060	Datapros	Dataprose Inc.	7/25/2019	True	Water Quality Report Insert	\$768.42
18061	Dav03	Dave Bang Associates, Inc. of California	7/25/2019	True	Park Playground repair parts	\$224.00
18062	DIS01	Dish Network	7/25/2019	True	Satellite TV for FD	\$45.68
18063	Edw02	Edwards, Spencer	7/25/2019	True	Reimburse for Mileage/meals for Napa Conference	\$177.23
18064	fro	Fast Response On-Site Testing, Inc.	7/25/2019	True	Annual Respiratory Training	\$2,500.00
18065	GRA04	Grainger	7/25/2019	True	1 ea. Portable oil pump with gun for shop	\$2,076.39
18066	HAC01	Hach	7/25/2019	True	9 ea.TNT 835 Nitrate	\$23,478.06
18067	Hen05	Henderson, Richard	7/25/2019	True	Claim for Dead Tree removal	\$150.00
18068	ind04	Industrial Electrical Co.	7/25/2019	True	Service call for Tank #2 Generator Tesing, John Deere Serv. Call	\$4,752.19
18069	ITR01	Itron Electric Metering Co Inc	7/25/2019	True	Quarterly Hardware Maint-Handhelds	\$769.68
18070	JOR01	Jorgensen Co.	7/25/2019	True	Instrument calibration/repair, replaced sensor	\$285.00
18071	Kam02	Kampa, Peter	7/25/2019	True	Reimbursement for Hotel/Parking for GM Summit	\$226.79
18072	UB*02477	Lamb, Vickie	7/25/2019	True	Refund Check	\$52.49
18073	UB*02478	Morgan, David	7/25/2019	True	Refund Check	\$32.48
18074	phe01	PH Electric	7/25/2019	True	Replace breaker at Tank #4 (Pump #1)	\$1,507.20
18075	rabo01	Rabobank Visa Card	7/25/2019	True	June Credit Card Purchases	\$6,197.86
18077	Rus01	Rush Advertising Specialties	7/25/2019	True	Employee uniform hats	\$852.97
18078	SFPUC	San Francisco Public Utilities Commission	7/25/2019	True	Monthly Water Purchase	\$15,355.22
18079	SDR01	SDRMA	7/25/2019	True	Liability Insurance	\$127,214.33
18080	UB*02474	Shaw, Anthony & Gloria	7/25/2019	True	Refund Check	\$45.00
18081	Smi03	Smith Construction Company, Inc.	7/25/2019	True	Groveland Fire Station Pad Project	\$91,249.48
18082	son14	Sonora Lumber Co.	7/25/2019	True	1 ea.Pole pruner	\$700.32
18083	Sta15	Staples Credit Plan	7/25/2019	True	5 ea. APC battery backup UPS for Lift Stations & Water Treatment	\$2,375.00
18084	UB*02479	Suen, Steven	7/25/2019	True	Refund Check	\$51.83
18085	UB*02481	Tavares, Henry & Margaret	7/25/2019	True	Refund Check	\$87.44

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18086	tho06	Thomas & Associates	7/25/2019	True	Homa Submersible 4" Pump for LS#5	\$10,912.26
18087	TUO01	Tuo. Co. Public Power Agency	7/25/2019	True	Public Power Purchase	\$13,343.14
18088	USA03	Usa Blue Book	7/25/2019	True	2 ea. probes for trucks, 200' tape, 50' rubber hose	\$838.85
18089	Ver03	Verizon Wireless 7706	7/25/2019	True	Monthly Auto Dialers	\$155.40
18090	UB*02482	Young, George & Mary	7/25/2019	True	Refund Check	\$121.18
115724	OE3	Operating Engineers Local #3	7/16/2019	True	PR Batch 00002.07.2019 Oper Engin Union Dues	\$253.80
902012	DCSS	Dept of Child Support Services	7/16/2019	True	PR Batch 00002.07.2019 Wage Garnish Child Support	\$205.03
902013	EDD01	EDD - Electronic	7/16/2019	True	PR Batch 00002.07.2019 SDI - Employee	\$1,846.78
902014	FedEFTPS	Federal EFTPS	7/16/2019	True	PR Batch 00002.07.2019 Medicare Emple Portion	\$10,627.24
902015	PER01	Pers - Electronic	7/16/2019	True	PR Batch 00002.07.2019 PERS Employee Deduct	\$6,487.50
902016	TD 457	TD Ameritrade Trust Co.	7/16/2019	True	PR Batch 00002.07.2019 457 Deferred Compensation	\$1,170.00
17997	Accela	Accela, Inc. #774375	7/12/2019	True	Monthly C/C Web Pmt Fees	\$1,053.85
17998	Accela	Accela, Inc. #774375	7/12/2019	True	2019/20 Annual Springbrook Maintenance contract	\$13,255.00
17999	am01	AM Consulting Engineers, Inc.	7/12/2019	True	Headworks Replacement Sewer Engineering fees	\$7,337.00
18000	BLU01	Anthem Blue Cross	7/12/2019	True	Monthly Group Health Ins.	\$20,867.06
18001	aqu5	Aqua Sierra Controls Inc.	7/12/2019	True	IT Services	\$31,984.43
18002	BNY03	Bank of New York Mellon	7/12/2019	True	Trustee Admin fee-June 24, 2019 to June 23, 2020-Wastewater Bond	\$1,500.00
18003	UB*02470	Barnes Jr, Gerald	7/12/2019	True	Refund Check	\$80.12
18004	BOA01	CA Dept of Tax/Fee Administration	7/12/2019	True	Diesel Fuel Taxes	\$356.76
18005	CON01	Condor Earth Technologies Inc.	7/12/2019	True	May 24-June 8, 2019 Fire Station Pad Project-Compaction	\$1,176.00
18006	csb01	CSBA District Services	7/12/2019	True	GASB AMM Report Disclosure 2018-19 Roll Forward	\$1,500.00
18007	Datapros	Dataprose Inc.	7/12/2019	True	Monthly UB Statement Processing	\$1,894.45
18008	UB*02472	Dielman, Richard & Geralyn	7/12/2019	True	Refund Check	\$2.37
18009	Fas02	Fastenal	7/12/2019	True	2 ea. Full face respirator	\$381.94
18010	GAT02	Gatewood Heating & Air Inc.	7/12/2019	True	Air Conditioning service call	\$399.00
18011	GCS02	GCS&D	7/12/2019	True	District Water Bill	\$3,247.63
18012	GEN01	General Plumbing Supply	7/12/2019	True	30' fine strand wire, 4 ea. wire connectors	\$558.05
18013	GEN02	General Supply Co	7/12/2019	True	Big Creek turbine repiar, cable, lugs & wire connectors	\$994.64
18014	gilb01	Gilbert Associates, Inc.	7/12/2019	True	CPA Services	\$3,100.00
18015	Gre05	GreatAmerica Financial Services	7/12/2019	True	Monthly Avaya Phone System Lease	\$186.36
18016	H&S	H & S Parts and Service	7/12/2019	True	Vac Truck air brakes tee part	\$89.37
18017	Int03	IBS of Sacramento Valley	7/12/2019	True	1 ea. Battery for LS#11 generator	\$284.74
18018	ind04	Industrial Electrical Co.	7/12/2019	True	Tank #2 generator fault codes, load tested PS#5 generator	\$600.00
18019	IRO01	Iron Mountain	7/12/2019	True	Offsite Shredding service	\$269.84
18020	KC Auto	KC Auto Parts	7/12/2019	True	Filters for Fire Engine #781	\$171.19
18021	KC01	KC Courier, LLC	7/12/2019	True	Monthly Courier Service	\$372.38
18022	UB*02471	Klein, Stieg & Nancy	7/12/2019	True	Refund Check	\$137.05
18023	Kof02	Koff & Associates	7/12/2019	True	Classification/Comp Study	\$804.00
18024	Kwi01	Kwiatkowski, Janice	7/12/2019	True	Janice Kwiatkowski Conference mileage, meals & parking fees	\$269.52
18025	MOO01	Moore Bros. Scavenger Co., Inc.	7/12/2019	True	Garbage Service	\$478.98
18026	MOO01	Moore Bros. Scavenger Co., Inc.	7/12/2019	True	Garbage Service	\$478.98
18027	MOT03	Mother Lode Answering Service	7/12/2019	True	Monthly Call Forward/Paging	\$183.00
18028	MOU03	Mountain Oasis Water Systems	7/12/2019	True	Bottled Water	\$168.50

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
18029	UB*02476	Owens, Justin & Amy	7/12/2019	True	Refund Check	\$25.00
18030	Pac05	Pacific Pipeline, Inc.	7/12/2019	True	Hydro Flush & CCTV inspect of LS#15 Gravity lines	\$39,364.26
18031	per04	Percoco, Ronald	7/12/2019	True	District Janitorial/Park Services	\$2,050.00
18032	per04	Percoco, Ronald	7/12/2019	True	Monthly Uniform Laundering	\$700.00
18033	PGE01	PG&E	7/12/2019	True	Monthly Electric Charges	\$589.55
18034	PIN03	Pine Mt. Lake Association	7/12/2019	True	July Advertising page-CA Special Districts	\$156.00
18035	PIN03	Pine Mt. Lake Association	7/12/2019	True	2019/20 Annual AWS space rental	\$5,000.00
18036	pml01	PML Hardware & Supply Inc.	7/12/2019	True	June Hardware supplies	\$327.52
18037	PRD01	PR Diamond Products, Inc.	7/12/2019	True	2 ea.2- 1HP pump sub for tank mixing	\$753.98
18038	R&B	R & B Company	7/12/2019	True	2G pump control valve repair kit & Tank #4 altitude valve	\$1,004.93
18039	SUE01	Ray Suess Insurance & Invst	7/12/2019	True	Retired Members Medical	\$4,322.96
18040	Rex01	Rexel	7/12/2019	True	Tank #4 Variable Frequency Device	\$5,768.68
18041	Ron01	Roni Lynn	7/12/2019	True	Social Media Management for June	\$2,150.00
18042	SAF01	Safe-t-lite	7/12/2019	True	Return 12 Brace assembly, Buy 12 brace clamps, 24 ea. 18" flags	\$788.04
18043	UB*02474	Shaw, Anthony & Gloria	7/12/2019	True	Refund Check	\$77.44
18044	Stream	Streamline	7/12/2019	True	Quarterly Web Maintenance	\$600.00
18045	TIR01	The Tire Shop	7/12/2019	True	Mount 4 tires on Truck #20	\$74.00
18046	UB*02473	Tuimavave, Alosio	7/12/2019	True	Refund Check	\$15.00
18047	Tuo14	Tuolumne County Recorder	7/12/2019	True	090-260-17, 066-37-016	\$22.00
18048	UB*02475	Wasinger Jr., Fred	7/12/2019	True	Refund Check	\$33.87
18049	UNI01	Western Communications, Inc.	7/12/2019	True	Notice of Public Hearing	\$236.00
18050	Yos06	Yosemite Highway Herald	7/12/2019	True	July Advertising Page	\$153.50
18051	ZEE01	Zee Medical Service Co	7/12/2019	True	First Aid Supplies	\$30.83
115721	MOT05	Oak Valley Community Bank	7/5/2019	True	Steve Williamson Jul-Sep 2019 HSA	\$712.50
115722	OE3	Operating Engineers Local #3	7/5/2019	True	PR Batch 00001.07.2019 Oper Engin Union Dues	\$253.80
115723	Rabo02	Rabobank, N.A.	7/5/2019	True	Debra Lucas HSA Jul-Sep 2019	\$712.50
902006	DCSS	Dept of Child Support Services	7/5/2019	True	PR Batch 00001.07.2019 Wage Garnish Child Support	\$205.03
902007	EDD01	EDD - Electronic	7/5/2019	True	PR Batch 00001.07.2019 State Unemp Ins	\$1,652.44
902008	FedEFTPS	Federal EFTPS	7/5/2019	True	PR Batch 00001.07.2019 FICA Employer Portion	\$9,740.41
902009	PER01	Pers - Electronic	7/5/2019	True	PR Batch 00001.07.2019/Annual Unfunded PERS Liability	\$206,631.96
902010	TD 457	TD Ameritrade Trust Co.	7/5/2019	True	PR Batch 00001.07.2019 457 Deferred Compensation	\$1,170.00
17990	BLU01	Anthem Blue Cross	7/1/2019	True	Retired Emp Health Ins.	\$23,365.82
17991	Con06	Conifer Communications	7/1/2019	True	Internet Service-Quarterly	\$264.25
17992	FP Mail	FP Mailing Solutions	7/1/2019	True	Quarterly Postage Machine Rental	\$286.36
17993	jac01	Jack Henry & Associates, Inc.	7/1/2019	True	2019-20 Annual Remit/Remote Deposit Maintenance Contract	\$1,565.00
17994	Pri04	PLIC-SBD Grand Island	7/1/2019	True	Monthly Dental, Vision, Life & LTD Insurance	\$3,430.07
17995	SUE01	Ray Suess Insurance & Invst	7/1/2019	True	Retired Members Medical JJ RD EP PL CS WS	\$4,322.96
17996	SDR01	SDRMA	7/1/2019	True	Workers Compensation Ins for 2019/20	\$129,847.46
					Payroll Direct Deposit	\$56,086.15
					ACH Check Reorder	\$385.83
					Total July Payables	\$806,243.79



## **BOARD MEETING AGENDA SUBMITTAL**

**MEETING DATE:** August 13, 2019

**ITEM SUBMITTED BY:** Andrew Murphy, Assistant Fire Chief

**SUBMITTAL PREPARED BY:** Andrew Murphy, Assistant Fire Chief

**AGENDA ITEM:** Volunteer Resident Firefighter Program

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### **RECOMMENDED ACTION**

Staff recommends the Board approve the creation and staffing of the Volunteer Resident Firefighter Program for the Groveland Community Services District.

### **BACKGROUND**

Groveland Community Services District (GCSD) has a Cooperative Fire Protection agreement with the California Department of Forestry and Fire Protection (CAL FIRE) to provide fire protection and emergency response. Staffing funded by the Agreement includes one CAL FIRE Fire Captain and four CAL FIRE Fire Apparatus Engineers, which, with a 72 hour per week schedule, allows for two persons on the engine each day, 24 hours per day, 365 days per year.

GCSD also has an Agreement with CAL FIRE (called the Amador Plan) to staff the CAL FIRE engine in Groveland in the non-declared fire season period. This provides one CAL FIRE funded engine operator (Fire Captain or Fire Apparatus Engineer) and a GCSD funded CAL FIRE Firefighter I seven days a week, 24 hours per day, during the non-declared fire season.

With no Volunteer Firefighters or Volunteer Firefighter staffed engines in the area, and the next closest permanently staffed engine coming from Tuolumne County Fire Department's Jamestown Station 76, the Fire Department would like the Board to consider approving the recruitment and hiring of Volunteer Resident Firefighters ("Resident Firefighters") to assist in staffing GCSD Station 78 in Groveland.

A Resident Firefighter is a Firefighter that lives in the GCSD fire station, works under the direction of a Station Officer, provides supplemental staffing for the engine company and typically receives a small stipend. A Resident Firefighter participates in fire and rescue training and performs related work done by paid staff such as engine and station maintenance and other assigned duties. The Resident Firefighter is typically a college student working towards a fire science degree and works two scheduled days per week, usually around their college schedule.

Resident Firefighters may also be called “Interns.” This type of program is used widely throughout Tuolumne County with the rate of stipend as of 2018 is as follows:

- Sonora City Fire - \$650/month
- Tuolumne City - \$550/month
- Twain Harte CSD - \$600/month
- Tuolumne County - \$625/month

In order to recruit and retain Resident Firefighters within the proposed program, we recommend GCSD remain competitive with other local fire agencies and pay a stipend of \$625 per month for two 24 hour shifts per week to stay within State and Federal rules.

Under the FLSA, a public agency volunteer cannot receive any compensation, but may be paid “expenses, reasonable benefits, or a nominal fee, or combination thereof” (29 USC §203(3)(4)(A)) but cannot be tied to productivity(29 CFR §533.106(e)). The flat rate stipend must be equal to or lower than a paid firefighter performing the same shift would make in a 24 hour period. Since the GCSD does not have paid firefighters per se, staff has used the CAL FIRE Firefighter I wage at Step A to determine the amount of the stipend (“nominal fee”).

The ideal engine company staffing is four. With the two funded full-time positions at the Groveland CSD fire station, the long term goal is that the District would fund seven positions to gain the ideal engine coverage. Staff would like to start the program on a trial basis with one Resident Firefighter per day (total of four) to increase the daily staffing to a total of three.

### **ATTACHMENTS**

- **Tuolumne County Fire Department Resident Firefighter Recruitment Flyer**
- **TCFD Policies and Procedures Relating to Volunteer Resident Firefighters**

### **FINANCIAL IMPACTS**

At four Resident Firefighters the cost of the stipends would be approximately \$30,000 per year. Additional equipment cost should be able to be absorbed in the current budget and already purchased equipment.

## Resident Firefighter

A Resident Firefighter works assigned shifts at CAL FIRE/ TCFD Fire Stations. Resident Firefighters are compensated for shift work and for responding to calls. As a Resident Firefighter, you will gain the experience of working with CAL FIRE employees in the Tuolumne-Calaveras Unit. Resident Firefighters will work at stations that average over 3000 calls a year combined, making them some of the busiest stations in Tuolumne County.



## How to Apply

Applications are available through the Tuolumne County Fire Department's Administrative Assistant at 18440 Striker Court Sonora, CA 95370. Please contact them at (209) 533-5118 to obtain an application.

For more information on how to become a Resident Firefighter, please contact or visit the Jamestown Fire Station 76 or Mono Village Station 51.

Jamestown Station 76  
18249 4th Ave  
Jamestown, CA 95327  
(209) 984-5623

Mono Village Station 51  
19500 Hillsdale Dr  
Sonora, CA 95370  
(209) 532-5983



## **Tuolumne County Fire Department Resident Firefighter**

A Place to Start Your Career  
in the Fire Service

[https://www.tuolumnecounty.ca.gov/829/  
Resident-Firefighting](https://www.tuolumnecounty.ca.gov/829/Resident-Firefighting)

## JOB DEFINITION:

Under the direction of a Company Officer, a Resident Firefighter provides supplemental staffing for an engine company; participates in fire, EMS, and rescue training; performs related work as assigned. A Resident Firefighter will work 48 hour shifts each week depending on shift schedule.

## EXAMPLES OF DUTIES:

Responds to a wide variety of emergency calls; participates in daily training assignments; performs a variety of support duties while in the fire station, including, but not limited to station housekeeping, building/grounds maintenance, engine and equipment maintenance, public information, and telephone reception; may work on related station projects at the direction of a company officer.

## MINIMUM QUALIFICATIONS:

### EDUCATION:

A high school diploma or GED equivalent, supplemented by enrollment in or completion of a vocational firefighting training program.

### EXPERIENCE:

None; however, training and service as a Firefighter is desirable.

### OTHER REQUIREMENTS:

- Must possess a valid CPR and First Responder certification.
- Must currently possess, or complete, a Certified EMT-1 program within the first year of employment.
- Must be able to meet the physical standards of the job, including lifting and moving items weighing up to 100 pounds over a distance of fifty yards or more, and performing long periods of arduous work with little rest at the scene of an emergency.

### DESIRABLE QUALIFICATIONS:

- Possession of EMT-1 Certificate, State Fire Marshal Firefighter 1 Certification, State Fire Marshal Auto Extrication Certificate, HAZMAT First Responder Operational Certificate and/or Low Angle Rope Operations Certificate is highly desirable.





# TCFD Resident Firefighter New Hire Checklist

**Resident Firefighter:** \_\_\_\_\_

Checklist	Date Completed	Date Initialed	Hiring Officer Name & Initials
Resident Interview			
Medical Clearance			
Live Scan			
Fit Test			
Confined Space Awareness			
HAZMAT FRO			
Emergency Medical Responder or EMT			
CPR			
TCFD Green Book			
TCFD Red Book			

Once checklist is complete, Resident new hires are eligible to respond to calls. The Resident Firefighter Coordinator will submit copies of all licenses and certifications with the Resident New Hire Checklist to the Training Bureau.

Resident Firefighter Coordinator name and initials: \_\_\_\_\_

## REVISION DATE

Revision Date: March 2019  
 Last Reviewed: March 2019



# Resident Firefighter Hiring Procedure

## PROCEDURE STATEMENT

All appointments, including additional appointments, regardless of funding source, must comply with civil service laws, rules, and merit principles. As such, appointments will be made on the basis of merit and fitness, defined exclusively by the Groveland CSD and Calfire Fire Chief. Each individual’s job-related qualifications for a position, including his/her knowledge, skills, abilities, experience, education, training, physical and mental fitness, and any other personal characteristics will be considered relative to the job requirements. Candidate performance can be determined with selection procedures, including, but not limited to, hiring interviews, reference checks, background checks, and/or any other procedures, which assess job-related qualifications and are designed and administered to select those individuals who best meet the selection need. For more information, please refer to California Code of Regulations, Title 2, sub-chapter 1.3.

The GCSD General Manager has granted the Station 78 Fire Captains the necessary authority to select and appoint individuals to all vacancies within the Resident Firefighter Program with oversight by the Assistant County Fire Chief. The station Fire Captains will be held accountable for meeting all department and control agency mandates and budgetary considerations.

The applicant must completely and truthfully complete the Application Packet. Falsification and/or omission of any portion of the application process will result in denial of the application and termination from the department. The completed packet will be submitted to the TCFD Administrative Assistant.

## DMV DRIVING RECORD AND REVIEW PROCESS

GCSD staff or Training Bureau shall review the DMV Driving Record. The following guidelines shall be used to evaluate the applicants past driving history.

An applicant may be disapproved if the driver’s record shows:

- A. Three or more serious basic traffic violations within the last three years. Examples would be speeding, basic speed law violation, exhibition of speed, running a controlled intersection, driving without a license, driving without the proper endorsement on a license, or similar violations.
- B. Any conviction of driving under the influence, reckless driving, or any other serious traffic violation within the last five years.



- C. Any history or pattern of driving violations which the GCSD staff believes may need further review by the Assistant County Fire Chief , who will make the final determination in these cases.

If the driving record is satisfactory, the GCSD staff shall initiate the Background Investigation Check.

### **BACKGROUND INVESTIGATION CHECK AND REVIEW**

The Background Investigation Release Form shall be completed, signed and placed in the application packet, which is submitted to the GCSD staff.

The GCSD staff shall initiate the background investigation check following approval of the DMV Driving Record Check.

The GCSD/Calfire Fire Captains shall contact each personal reference listed on the application via mail. A copy of the Authorization to Release Information shall accompany each request.

If the GCSD/Calfire Fire Captains have concerns relating to the information obtained from the personal references he/she shall forward the information and his/her concerns to the Assistant County Fire Chief.

**THE INFORMATION OBTAINED THROUGH THE BACKGROUND CHECK SHALL REMAIN CONFIDENTIAL AND SHALL BE STORED IN A LOCKED FILE AT ALL TIMES.**

### **APPLICANT PHYSICAL EXAMINATION PROCESS**

Applicants who have successfully passed application review and all other checks and processes are required to take a medical examination prior to their first day on the job. The required physical examination will be performed by a physician of the department's choosing, at county expense.

The purpose of the medical examination is to determine the medical and physical fitness of the applicant to perform the essential duties of the position of firefighter and to meet the DMV Class B driver's license physical examination requirements. Inquiry may be made into the medical history and present medical condition of the applicant, as it relates to the ability to perform the duties essential to the position.



If the applicant wishes the exam to be performed by another physician, they are to make this request to the assigned GCSD staff. If the GCSD staff agrees to another physician, the applicant shall assume full responsibility for all expenses incurred. However, GCSD reserves the right to require a physical exam by a physician of the department's choosing at any time.

### **REVIEW OF DISAPPROVED APPLICATIONS**

If, following the required review of background investigation and DMV checks, the GCSD staff or Station Captain does not approve the applicant, he/she will forward the application form and the results of the DMV and background investigation check to the Assistant County Fire Chief with a statement of his/her reasons for non-approval or concerns.

The Assistant County Fire Chief shall:

1. Request additional information as needed to aid in the decision to approve or disapprove the application.
2. At their option, either grant approval, disapprove the application, or approve the application with certain restrictions or limitations.
3. Shall notify the GCSD staff and Station Captains of their decision and return the application to them within 2 weeks.

In cases where the Assistant County Fire Chief approves the application, the GCSD staff will follow the procedures for a physical examination shown in the previous policy.

In cases where the Assistant County Fire Chief disapproves the application, the GCSD staff shall inform the applicant and ranking station officer within two weeks.

The GCSD staff shall retain the original application, the confidential background investigation review, medical information and DMV Driving Record for the period of one year following disapproval of the applicant.

Disapprovals are final. However, an individual may re-apply after twelve (12) months.

### **SUCCESSFUL COMPLETION OF APPLICANT PROCESS**



The Resident firefighter application process ends when all phases of the application procedure have been successfully completed.

Upon successfully completing the process outlined in the Resident Firefighter Application Procedure policy, the applicant's status is changed to that of a Resident Firefighter. At this point, several things occur. These include:

- The TCFD Administrative Assistant division adds the Resident Firefighter to the station's roster.
- A personnel file number is assigned to the Resident by the Training Bureau and a personnel file is opened for the Resident. The Resident's application packet shall be placed in his/her personnel file at this point.
- A copy of the approved application is sent to the Station 78 Fire Captain.
- The new Resident is notified of their acceptance by the Resident Firefighter Coordinator.
- At this point, the Resident Firefighter Coordinator shall begin the Red Book (Administrative Orientation) and the Green Book (Operations Orientation) with the Resident Firefighter.

## **DEFINITION(S)**

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**Appointing Authority:** The County Fire Chief of Tuolumne County Fire Department is the official appointing authority. Station 78 Fire Captains, the Resident Firefighter Coordinator along with GCSD staff recruit, interview, select and evaluate employees.

## **REVISION DATE**

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# Resident Firefighter Hiring Procedure

## OVERVIEW

The following contains the corresponding procedure for hiring and filling vacant positions for the Tuolumne County Fire Department (TCFD) Resident Firefighter Program.

## RESPONSIBILITIES AND ACTIONS

The following procedure's shall be followed when hiring eligible personnel to fill a vacancy in the Resident Firefighter Program:

Responsibilities	Actions
Administrative Assistant	<ul style="list-style-type: none"> <li>Accept applications from potential candidates and forward to the Resident Firefighter Coordinator.</li> </ul>
Resident Firefighter Coordinator	<ul style="list-style-type: none"> <li>Screen eligible applications.</li> <li>Rate selected candidates.</li> <li>If minimum qualifications are met, contact prospective employee to set up an interview.</li> <li>Conduct the interview with a minimum of a two person panel composed of any of the following personnel; Resident Firefighter Coordinator, Station 76 Fire Captain, Station 51 Fire Captain and Administrative Assistant.</li> <li>The prospective employee must meet a minimum 70% score to pass the interview.</li> <li>Once the prospective employee passes the interview forward completed interview score sheets to the Administrative Assistant.</li> <li>If there are no current openings the prospective employee will be placed on an eligibility list and considered for future openings.</li> </ul>
Administrative Assistant	<ul style="list-style-type: none"> <li>The Administrative Assistant will contact the prospective employee to schedule a Live Scan (Fingerprinting) for a background check.</li> <li>Once the prospective employee has passed their background check the Administrative Assistant will contact the prospective employee to set up a physical to be medically cleared by a designated physician.</li> </ul>



Resident Firefighter Coordinator	<ul style="list-style-type: none"> <li>• Contact the prospective employee to offer the position.</li> <li>• Contact the Training Bureau to set up an appointment for the new employee.</li> </ul>
Tuolumne County Training Bureau	<ul style="list-style-type: none"> <li>• The County Training Bureau will confirm the applicant has met the minimum certification to be a Resident Firefighter.</li> <li>• The County Training Bureau will Fit Test the employee to be cleared to wear a Self-Contained Breathing Apparatus (SCBA).</li> </ul>
Station Captains or Engineers	<ul style="list-style-type: none"> <li>• Station Captains and the Resident Firefighter Coordinator will determine station placement and shift assignments.</li> <li>• Complete the TCFD Green Book (Operations Orientation).</li> <li>• Complete the TCFD 212 (Resident Firefighter Performance Record) prior to rotation to new station.</li> <li>• Before the new Resident Firefighter responds to incidents, the Red Book (Administrative Orientation) and the Green Book (Operations Orientation) must be completed.</li> </ul>

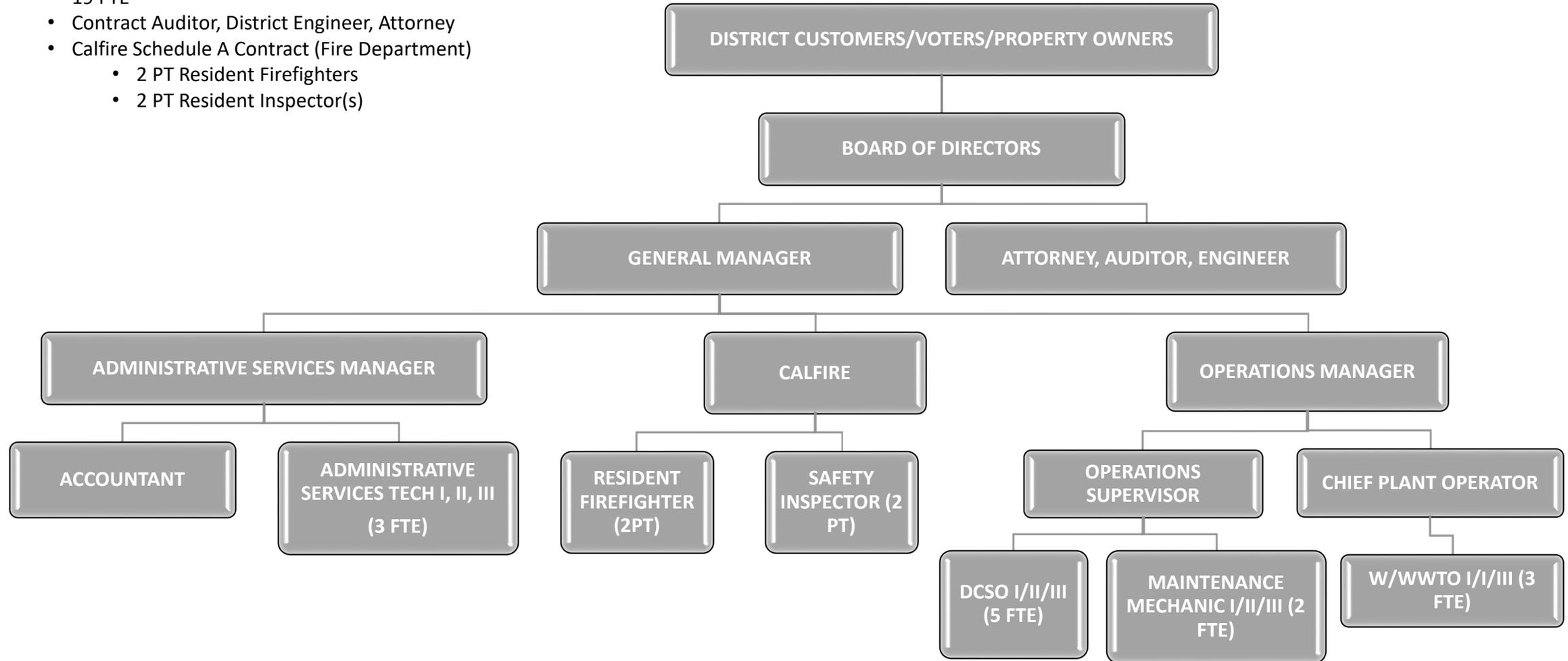
**REVISION DATE**

Revision Date: March 2019  
 Last Reviewed: March 2019

# GCSD Organizational Chart- Proposed August 13, 2019

**APPROVED HEADCOUNT 2019/20:**

- 19 FTE
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)
  - 2 PT Resident Firefighters
  - 2 PT Resident Inspector(s)



Resolution No. 31-19

A RESOLUTION APPROVING AND ESTABLISHING A RESIDENT FIREFIGHTER AND FIRE SAFETY INSPECTOR PROGRAM AND TO AMEND THE DISTRICT ORGANIZATIONAL CHART TO ADD RESIDENT FIREFIGHTERS AND INSPECTORS

BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District as follows:

Section 1. The District's Organizational Chart be revised to include two (2) part time Resident Firefighters and two (2) part time Safety Inspectors.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on August 13, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

\_\_\_\_\_  
Janice Kwiatkowski, President  
Board of Directors

\_\_\_\_\_  
Jennifer L. Flores, District Secretary



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 13, 2019

**SUBJECT: Agenda Item 8B: 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**

As discussed during our special meeting of February 28, 2019 regarding fire services funding, the cost of the Calfire Schedule A and Amador contracts exceed the total amount of tax revenue received on an annual basis; not including any department operating costs, administrative costs or equipment replacement. The GCSB Fire Department will likely have spent all accumulated fund balance within the next two years. Additional revenue is desperately needed in the 2020/21 fiscal year.

In order to increase revenue in the 2020/21 fiscal year, an approved tax levy will need to be submitted to the county for collection by August 2020, so any GCSB election needs to be completed in advance of that time. It takes 4 to 6 months to get an approved measure out to the voters once adopted by the Board. Counting backwards, the District will need to take action on an approved measure in November to achieve the March ballot timeline, if that is the direction. It will take the consultant a minimum of 3 months to develop, revise and finalize and funding measure proposed for Board approval. There are other alternatives and timelines to be discussed.

Following are several options to increase fire department revenue:

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

The principle 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.

## **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 draw backs 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 fee 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 increases by a standard rate each year, often tied to a CPI or flat percentage increase.

Many fire districts and governmental entities utilize parcel 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 fees** – fees charged to new land development projects or building projects to offset the cost of providing fire services. The District will establish and adopt the fee, which will then be collected by the county on development, and paid to the GCSD.

### **ATTACHMENTS:**

None

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 8C: Adoption of a Resolution Approving the Memorandum of Understand (MOU) between the District and Operating Engineer's Local No. 3 Effective July 1, 2019 thru June 30, 2024 and Recognizing that the MOU Terms and Conditions Apply to Non-Represented Employees

---

**RECOMMENDED ACTION**

Staff recommends the following action:

*Move to approve adoption of Resolution 32-19, A Resolution Approving the Memorandum of Understand (MOU) between the District and Operating Engineer's Local No. 3 Effective July 1, 2019 thru June 30, 2024 and Recognizing that the MOU Terms and Conditions Apply to Non-Represented Employees*

**BACKGROUND**

The District operations employees are represented by Operating Engineers Local #3 (Union). The Memorandum with the union expired on June 30, 2019, and the District has been negotiating a revised agreement for the past several months. The Board has met in closed session on several occasions to give direction to its negotiating team regarding the terms of the negotiation. Based on Board direction, we have now come to tentative agreement on the terms of the MOU, which have been compiled into the final MOU format; attached.

The attached resolution also ties the employment terms and conditions of non-represented employees to those detailed in the MOU.

**ATTACHMENTS:**

1. Draft MOU with Operating Engineers Local No. 3
2. Draft resolution approving the MOU

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE GROVELAND COMMUNITY SERVICES DISTRICT**  
**AND**  
**THE OPERATING ENGINEERS, LOCAL 3**  
**FOR**  
**THE MAINTENANCE AND OPERATION UNIT**



Effective July 1, 2019 through June 30, 2024

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## Article 1. GENERAL PROVISIONS

### Section 1.1 PREAMBLE

#### A. Purpose

After meeting and conferring in good faith to reach agreement concerning the wages, hours, and other terms and conditions of employment for the Maintenance and Operation Unit (hereinafter "Unit"), this memorandum of understanding (hereinafter "MOU" or "Agreement") is hereby made between the Groveland Community Services District (hereinafter "District") and the employees in the Maintenance and Operation Unit (hereinafter "Employees"), as represented by the Operating Engineers, Local 3 (hereinafter "Association").

#### B. Applicability

To the extent that any rule, regulation, policy, or procedure of the District's Employee Handbook and Classification and Compensation Plan, as periodically amended by the District Board of Directors, is inconsistent with a rule, regulation, policy, or procedure in this Agreement, then this Agreement controls. The Employee Handbook and the District's Classification and Compensation Plan, each of which are made a part of this Agreement, but are attached under separate cover, have sections that are governed by "meet and confer" process. The District Board of Directors has the authority to change these two documents. However, should the Board of Directors wish to change a section in either of these two documents, then either District Management or the Association may call a meet and confer to assess the desired changes on the Employees.

The District, at its sole discretion and without the requirement to meet and confer, maintains the authority to direct the workforce, assign specific job duties and responsibilities, establish and modify required skill levels, licensure, certification or training requirements as needed to accomplish the standard of service desired by the Board of Directors; or for compliance with laws, regulations or industry standards.

#### C. Recognition

As set forth in the District's Resolution Number 8-99, the District recognizes the Operating Engineers, Local 3 as the exclusive representative for the employees in the Maintenance and Operation Unit. The classification of employees belonging to the Maintenance and Operation Unit are set forth in the District's Classification and Compensation Plan.

D. Effective Date

The benefits provided to Employees by this Agreement shall be retroactive to the first pay period in July 2019. Annual pay adjustments shall be made in July of each year, per the conditions set forth in the District's Classification and Compensation Plan.

E. Term of Agreement

This Agreement shall remain in effect from July 1, 2019 to June 30, 2024. In each fiscal year during the term of this Agreement, either party may reopen negotiations regarding health or welfare benefits by providing 30 days advance written notification to the other party.

F. Zipper Clause

This Agreement reflects the complete and final agreed-upon understanding of all meet-and-confer items. Unless expressly provided for herein, neither party will be required to negotiate during the term of this Agreement, any wage, hour, and other terms and conditions of employment, whether either or both parties knew or contemplated any such item during the meet-and-confer process.

**Section 1.2 ADMINISTRATION**

A. Management's Rights

The District on its behalf retains and reserves all rights, powers, authorities, duties, and responsibilities confirmed or vested in it by the laws and Constitutions of the State of California and the United States of America. The exercise of any such right, power, authority, duty, or responsibility and the adoption of rules, regulations, policies, and those which apply to the employees represented by the Association, shall be limited only by the terms of this Agreement.

The Association agrees that all of the functions, rights, powers, authorities, duties, and responsibilities of the District in regard to the operation of its work and business and the direction of its work force, which the District has not specifically abridged, deleted, granted, or modified by the express and specific written provisions of this Agreement, are and shall remain exclusively those of the District.

B. Association's Rights

1. Public Meetings of the District's Board of Directors

The Association shall receive notice of the public meetings of the District's Board of Directors, including a copy of the meeting's agenda and minutes. Absent exigent circumstances that make attendance impracticable, the Association President shall be granted paid release time to attend such meetings if held during scheduled work hours. The Association President may designate another employee to attend in his/her absence upon approval by the General Manager.

## 2. Voluntary Dues Deductions

During the term of this Agreement, as allowed under law, the District will deduct the amount of Association dues from employees' biweekly paychecks, as requested and authorized by each employee in writing; unless an employee's biweekly paycheck earnings do not fully cover such an amount. The District will then remit such deducted amounts to the Association President or his/her designee as soon as practicable after each deduction. The Association President or his/her designee must provide written notice of the amount of Association dues prior to the start of any deductions and must provide the District at least thirty (30) days prior written notice of any change in the amount of Association dues.

The Association is solely responsible for collection of Association dues directly from an employee where that employee's biweekly paycheck earnings are insufficient to cover such amount of Association dues. Deductions will be terminated upon an employee's request, separation from District employment, or transfer to a position outside of the Unit. The Association will indemnify the District for any improper deductions made, including any necessary reimbursement to an employee.

### ***Section 1.3 EQUALITY IN EMPLOYMENT***

It is the policy of the District to employ persons with the best available skills and/or work ethic for efficient provision of high quality service to the public. Accordingly, the District will actively promote equal opportunity in all aspects of employment, including: recruitment; hiring; promotion; transfer; training; compensation; benefits; working conditions; reductions-in-force; reinstatement; and all other matters of employment.

Equality of job opportunity will be based solely on job-related skills, knowledge, and performance without discrimination on the basis of the person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, sexual orientation, and age over forty (40), whether perceived or associated with a person who has, or is perceived to have any of the above-referenced characteristics protected by law.

Preference in hiring, however, shall be extended to qualified applicants who have honorably served in the United States military and can demonstrate such.

#### **Section 1.4 DEFINITIONS**

A. Call Back

Return to duty outside of the employee's normally assigned work shift at the request of his/her supervisor or as required for performance of assigned duties.

B. District Premises

All District Properties, including the main administration/operations/maintenance facilities, Mary Laveroni Community Park, Leon Rose Field, water treatment plant facilities, and all buildings, parking lots, service yards, fire stations, lift stations, pump stations, patios, lunchrooms, break areas, restrooms, loading docks, District-owned vehicles, and work sites where employees perform services for the District regardless of the District's ownership or control of the property.

C. Demotion

The movement of an employee from one classification to another classification with a lower maximum salary range.

D. Overtime

For Operations and Maintenance employees, hours worked more than an employee's normal work schedule of 8, 9 or 10 hours in a day, or forty (40) in a workweek. For purposes of determining which hours constitute overtime, hours paid for vacation, sick leave, jury duty and bereavement leave are not counted as days worked for calculating overtime, when such days taken fall on an employee's regular work day. However, Holiday leave is counted as a day worked for calculating overtime, when such days taken fall on an employee's regular work day.

E. Promotion

The movement of an employee from one classification to another classification with a higher maximum salary range.

F. Spouse

The person to whom an employee is legally married or is registered as a domestic partner, where applicable.

G. Workweek

A period of seven (7) days on which the District bases its payroll.

**Article 2: BENEFITS/ SALARY**

***Section 2.1 CONTINUATION OF BENEFITS DURING UNPAID LEAVE***

As an amendment to the District's Resolution Number 2-99, an employee will continue to receive the benefits contained in this Article as required by state and federal leave laws.

***Section 2.2 MEDICAL INSURANCE***

The District provides medical insurance to eligible employees as follows:

The District pays 100% of the premium, including for dependent coverage, related to the Blue Cross Plan effective January 1, 2019.

Employees in the following employment classifications are eligible to participate in the medical insurance plan:

- Regular full-time employees
- Introductory employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between GCSD and the insurance carrier.

For the purposes of this policy, dependents are defined as spouse, domestic partner, and unmarried children up to the age of 23. Dependents may remain on the District's health insurance plan after the age of 23 as allowed by law and the insurance carrier, at the expense of the employee. Heterosexual domestic partners must file a notarized domestic partner affidavit to qualify for health benefits.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the

Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

An employee will continue to receive health benefits as allowed by law while on unpaid leave status.

Details of the health insurance plan can be obtained from Personnel Services.

### ***Section 2.3 VISION INSURANCE***

The District shall make available Vision Insurance for each employee and his/her family members. Each employee should refer to the policy for exact specifications and requirements. Additional information regarding services may be obtained directly from the vision insurance provider.

### ***Section 2.4 DENTAL INSURANCE***

The District shall make available Dental Insurance for each employee and his/her family members. Each employee should refer to the policy for exact specifications and requirements. Additional information regarding services may be obtained directly from the Dental insurance provider.

### ***Section 2.5 VACATION BENEFITS***

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Introductory employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedules:

Employees accrue vacation at the existing rate, which is as follows:

- Upon initial eligibility the employee is entitled to 80 hours of vacation each year, accrued biweekly at the rate of 0.385 days per pay period.
- After 5 years of eligible service the employee is entitled to 120 hours of vacation each year, accrued biweekly at the rate of 0.577 days per pay period.
- After 10 years of eligible service the employee is entitled to 160 hours of vacation each year, accrued biweekly at the rate of 0.769 days per pay period.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to accrue paid vacation time according to the schedule. However, before an employee becomes vested in, and vacation time can be used, a waiting period of 180 calendar days must be completed. After that time, employees can request use of earned vacation time, including that accrued during the waiting period. In the event that an employee is terminated prior to completing the 180 day waiting/vesting period detailed above, no vacation leave shall have accrued or be paid on termination.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees must request at least 2 weeks advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Unless workload and designated responsibilities permit, only 1 person shall be permitted from any group to use his/her vacation credit at any particular time. Unless workload and designated responsibilities permit, Monday and/or Friday vacation leave may not be granted. Supervisors will resolve conflicting vacation leave requests based on business necessity.

An employee may not use sick leave in lieu of vacation leave. Holidays falling within an employee's authorized vacation leave will not be charged as vacation credit.

Vacation time off is paid at the employee's base pay rate at the time of vacation. Vacation pay for an absence of a full work day will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on that day.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. However, employees are subject to a maximum vacation accrual cap of 240 hours. If the total amount of unused vacation time reaches a "cap" equal to 240 hours, then vacation is automatically paid down to 120 hours, unless otherwise authorized by the General Manager.

In the event that an employee is off work due to a workers comp injury or disability, either short-term or long-term, FMLA leave or some other leave approved by the District, the District will coordinate the benefits of such leave with other benefits covered in this Handbook, such as accumulated vacation time, at the employee's request.

Upon termination of employment, regular employees will be paid for unused vacation time that has been earned through the last day of work.

## **Section 2.6 HOLIDAYS**

GCSD will grant holiday time off to all employees on the holidays listed below:

New Year's Day (January 1)  
Martin Luther King, Jr. Day (third Monday in January)  
Presidents' Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Veterans Day (November 11)  
Thanksgiving (fourth Thursday in November)  
Day after Thanksgiving  
Christmas Eve (December 24)  
Christmas (December 25)  
New Year's Eve (December 31)  
Personal Holiday (1)

GCSD will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees  
Introductory (probationary) employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In some cases, the General Manager may elect to modify this policy.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate (double time) for all the hours worked on the holiday, unless otherwise stipulated by union contract.

Paid time off for holidays will be counted as hours worked for the purposes of

determining whether overtime pay is owed.

## **Section 2.7 SICK LEAVE BENEFITS**

GCSD provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular full-time employees

Introductory employees

Eligible employees will accrue sick leave benefits at the rate of 3.69 hours per pay period. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits as allowed under law and for:

Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.

- For an employee who is a victim of domestic violence, sexual assault, or stalking (to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child)
- Required participation in a trial or other court proceeding related to domestic violence, sexual assault, or stalking.

The definition of Family includes, and paid sick leave authorized for care for:

- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- Spouse, sibling, grandparent, grandchildren, spouse and registered domestic partner

All employees must notify their immediate supervisor of their need for sick leave time within one-half (1/2) hour of the normal time for reporting to work. A sick or disabled employee is expected to call personally, if reasonably possible, or have another person make the proper notification. A reason for not making personal notification shall be given immediately upon return to work. Unless physically incapacitated, failure to provide notice shall result in that day of absence being treated as a leave of absence without pay.

Sick leave benefits will be calculated based on the employee's base pay rate as

identified in the adopted Salary Schedule. Sick leave pay for an absence of a full work day will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on that day.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation and/or State Disability Insurance (SDI). Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from SDI, workers' compensation or GCSD-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's base salary weekly earnings.

An employee may be required to provide proper medical certification for an absence, including an estimated return to work date and/or medical release to return to full duty. For sick leave absences that exceed three (3) consecutive days, a doctors' note or General Manager approval must be provided in order to be able to use sick leave time. For any medical leave lasting longer than a week, medical certification may be required on a weekly basis or as required by law.

Sick leave benefits may accrue to a maximum cap of 300 hours. Once an employee reaches the 300 hour cap, sick leave stops accruing.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed (except as provided above). Upon termination of employment, the Regular, Non-Introductory employee will be paid for one half of the accrued sick leave at the employee's then current base salary. Employees terminated during their Introductory Period shall not be paid for any accrued sick leave. Upon an employee's retirement, unused sick leave can be converted into days to report to CalPERS for the purposes of enhancing the retirement benefit, per CalPERS then-current rules and regulations.

## ***Section 2.8 TIME OFF TO VOTE***

GCSD encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, GCSD will grant up to 1 hour of paid time off to vote.

Employees shall request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

### **Section 2.9 BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an immediate family member shall notify their supervisor immediately.

Up to 2 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular full-time employees  
Introductory employees

Bereavement pay is calculated based on the base pay rate at the time of absence. Bereavement leave pay for an absence of a full work day will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on that day.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Family is defined in sick leave policy.

### **Section 2.11 JURY DUTY**

GCSD encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid jury duty leave. There is no limit to the amount of paid jury duty time available related to regular juror service. However, employees are not eligible for paid jury duty related to grand jury service. Further, employees performing regular juror service must remit jury duty pay provided by the court to the District in order to receive District-paid jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees  
Introductory employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course,

employees are expected to report for work whenever the court schedule permits.

Either GCSD or the employee may request an excuse from jury duty if, in GCSD's judgment, the employee's absence would create serious operational difficulties.

GCSD will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

### ***Section 2.12 EMPLOYEE RETIREMENT MEDICAL BENEFIT***

Employees hired on or after July 1, 2016 shall not be eligible for Retirement Medical Benefits paid by the District. Employees hired prior to July 1, 2013 working in a full-time status will be considered vested in the GCSD Retirement Medical Plan after ten (10) years of full-time employment. They are eligible for this benefit if, after vesting in the plan, they have retired from the District and immediately applied for pension benefits under Public Employees' Retirement System (PERS). Employees with 10 or more years of service with the District who terminate their employment with the District and who either work for another PERS employer or who are not of PERS retirement age, lose their vested interest in the GCSD Retirement Medical Plan.

The vesting schedule related to Employee Retirement Medical Benefits, for employees hired between July 1, 2013 and July 1, 2016 as set forth by Section 322 of the Employee Handbook, shall be as follows:

<u>Length of Employment</u>	<u>Vesting Time</u>
0 to 5 years (incl. new employees)	20 years
6 to 8 years	15 years
8+ years	10 years

### ***Section 2.13 RETIREMENT BENEFITS (CALPERS)***

All Regular District employees are covered by the California Public Employees' Retirement System (CalPERS). Bargaining unit members ("classic" members under the CalPERS system) shall pay a total employee contribution of 10.5% of salary.

Employees hired on or after January 1, 2013 ("new" members under the CalPERS system) shall be enrolled in the statutory retirement formula and shall contribute the

statutory employee contribution set forth by the Government Code.

Employee contributions are deducted prior to deferral and state withholding, which lowers taxable income (tax deferred income). PERS is supplemented by FEDERAL SOCIAL SECURITY and MEDICARE coverage, with these costs split between employer and employee (50% each).

### ***Section 2.14 CERTIFICATION ASSISTANCE***

GCSD recognizes that the skills and knowledge of its employee are critical to protect the health and safety of GCSD customers and taxpayers. For this reason, the District requires employees to achieve certifications that are required for their jobs and to continue a path achieving certification, skills and experience beyond their position requirements and for subsequent promotions. The District will purchase study materials and may provide study programs to assist employees with passing certification exams and achieving overall higher levels of job related competencies.

The District will also pay the fees associated with certification exams or license requirements. However, if an employee takes and fails a particular exam twice, the District will not pay for any further certification exams. Once the employee takes and passes the certification exam at their own expense, the District will reimburse the employee for the cost of the exam. For District payment, certification applications must be approved in advance by the employee's supervisor. If an employee voluntarily leaves employment with the District prior to completing 12 months of service after achieving certification or passing of a certification exam, the costs of certification assistance will be due and owing to the District within 30 days of the employee's separation. As a condition of receiving reimbursement of exam costs by the District, employees shall first enter into an agreement consistent with this provision.

### ***Section 2.15 WAGES***

Effective the first pay period of July 2019, each employee in the Bargaining Unit will have their respective pay rate increased to the median listed for Total Compensation as detailed in the 2019 Total Compensation Report prepared by Koff and Associates; or, for entry level Collection and Distribution System Operators, as otherwise approved by the Bargaining Unit and District.

Effective July 1 of each year of the MOU, the approved salary schedule for all ranges and classifications shall be adjusted by the West Region Consumer Price Index, or 3%, whichever is less.

### ***Section 2.16 WORK SCHEDULE/ALTERNATIVE WORK SCHEDULES***

The District recognizes the value of a work schedule that takes into account the

personal needs of the employee and their family. A fixed work schedule of five, eight hour days can result in inappropriate use of sick or vacation leave to attend to day to day family affairs. It is recognized that the District is a customer service organization and must be available 24x7 to provide safe, reliable services. The District will endeavor to implement a modified and/or flexible schedule to allow for a 4-10 and/or 9-80 work schedule. It is agreed that the modified schedule will not increase overtime costs over historical amounts or reduce customer services as determined by the District. The modified work schedule is desired by District management, but discretionary on the part of the District, not mandatory. If District Management in its sole discretion concludes that the 9/80 or 4/10 alternative work schedule is not conducive to District operations, the District will meet and confer on the impact of discontinuing the program, or switching from 9/80 to 4/10 or back. Thirty days' notice will be provided to employees prior to termination or switching of the alternative work schedule.

In a standard 9/80 alternative work schedule, employees work nine (9) hours per day Monday through Thursday. On alternating Fridays, employees either work eight (8) hours or are scheduled off which results in 80 hours worked over nine (9) work days verses the customary ten (10) work days. The alternating Friday off is referred to as the employee's flex day.

Supervisors and managers will determine which employees are assigned to Shift "A" and which are assigned to Shift "B" to ensure appropriate coverage. Once employees are assigned to a Shift, it is expected to be followed. Permanent changes between Shift "A" and Shift "B" during the Fiscal year will be considered at the discretion of the General Manager.

### **Work Period**

For employees assigned to a 9/80 work schedule, an employee shall work the following two week-cycle:

Week One: Monday - Thursday (9 hours each day); Friday (8 hours)

Week Two: Monday - Thursday (9 hours each day); Friday (Flex Day, 0 hours)

For purposes of calculating overtime, four hours of the Friday worked in week one will be credited as hours worked in week one; the second four hours of the Friday worked in week one will be credited as hours worked in week two. As a consequence, employees will have forty hours scheduled in each work period.

### **Work Hours**

Normal employee work hours shall be established by the District and are subject to change based upon the needs of the District and upon a minimum of two (2) weeks notification to employees.

## **Holidays**

Employees are entitled to 13 paid holidays as defined in the Memorandum of Understanding (MOU). Holiday pay will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on the Holiday. For example, if the holiday falls on an employee's normal 9 hour work day, the employee will receive 9 hours of holiday pay. Additionally, if the holiday falls on a flex day of 8 hours, the employee will receive 8 hours of holiday pay.

## **Floating Holiday**

A Floating Holiday is time off credit that is provided to an employee for a holiday that falls on a flex day. At the beginning of each fiscal year, the District will give Floating Holiday credit when the holiday falls on their flex day. Floating Holiday shall be credited based on the number of hours the employee would otherwise have worked on the holiday. If an employee utilizes Floating Holiday credit on an 8 hour flex day, they will be charged 8 hours; if an employee utilizes Floating Holiday credit on a 9 or 10 hour workday, they will be charged 9 or 10 hours respectively (can be a combination of Floating Holiday plus other leave accrual). Floating Holiday leave balance will start on July 1st to be used at the employee's discretion before the end of the fiscal year on June 30th.

## **Timekeeping**

When an employee takes a vacation on a scheduled 9 hour day, 9 hours will be recorded. When an employee takes vacation on a scheduled 8 hour day, 8 hours will be recorded. The same procedures will be used for recording time off for other reasons (ex. sick, jury duty, bereavement leave, etc.).

## ***Section 2.17 ON CALL PAY***

To be eligible for on-call duty in Collections & Distributions, an employee must live and be able to respond within thirty (30) minutes of the District Headquarters. To be eligible for on-call duty in Treatment Operations, an employee must live and be able to respond within one (1) hour of District Headquarters.

An employee who is on call shall receive a per diem of Forty dollars (\$40) for weekdays, Forty-five dollars (\$45) on weekends and Fifty dollars (\$50) on District holidays, with a minimum of two (2) hour call out in addition to the actual time worked in excess of the two (2) hours.

If an employee is called out again during the minimum two (2) hour call out period referenced above, the employee will not receive any additional compensation, unless the actual time worked exceeds the minimum two (2) hours.

### ***Section 2.18 EMPLOYEE UNIFORM & CLOTHING ALLOWANCE***

The nature of GCSD's business requires special clothing and/or uniforms, as well as clothing designed to provide safety. GCSD provides an allowance to employees for the clothing required by each department, as follows.

#### Operations & Maintenance Department

Uniforms: The District shall use a laundry service to provide a uniform of shirts, pants, and coveralls.

Work Boots: The District shall reimburse operations and maintenance employees for the actual cost of safety work boots acceptable to the District, up to a maximum of twice annually and five hundred dollars (\$500) per employee per year. Operations and Maintenance Department employees are expected to wear safety boots at all time during work hours.

### ***Section 2.19 OVER TIME***

When operating requirements or other needs cannot be met during regular working hours, employees will be required to work overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with applicable law. Overtime pay is based on actual hours worked in excess of the employee's normally scheduled shift, or actual hours worked in excess of 40 per week. Time off on sick leave, vacation leave, jury duty or bereavement leave of absence paid or unpaid will not be considered hours worked for purposes of performing overtime calculations. Holiday time off will be considered hours work for the purpose of calculating overtime.

Failure to work scheduled overtime, respond to District emergencies, or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

**Article 3: POLICIES AND PROCEDURES REGARDING EMPLOYEE  
CONDUCT AND OTHER MATTERS OF DISTRICT EMPLOYMENT**

***Section 3.1 GENERAL PROVISIONS***

Set forth in the MOU's Appendices and incorporated herein are District policies and procedures, which may be revised by the District as needed. The District may adopt revised policies which affect the wages, hours and working conditions of employees only after written notification to the Association and an opportunity to meet-and-consult regarding the proposed revisions. To the extent that a District policy or procedure written elsewhere is inconsistent with the terms and conditions set forth herein, the language in this Agreement controls. Management can adopt and amend, without meet and confer, standard operating procedures as needed for the efficient operation of the District.

***Section 3.2 EMPLOYEES' DUTIES***

Employees must adhere to all District policies and procedures whether set forth in this MOU or elsewhere. Employees have a duty to report any violations of any of the policies and procedures set forth herein in accordance with the Grievance process described below.

***Section 3.3 BURDEN OF PROOF***

Should an employee challenge the exercise of the General Manager's discretion pursuant to any of the policies and procedures set forth in the Appendix, an employee must prove that the decision by the General Manager was arbitrary and capricious.

**Article 4: GRIEVANCE PROCEDURE**

***Section 4.1 RIGHT TO GRIEVE***

An employee has a right to seek review of any issue regarding a specified term of this Agreement or any District rule, regulation, or policy that has been violated, misapplied, or misinterpreted with respect to that individual employee, including any individual employee's discipline resulting in deductions of pay, except a decision to extend or terminate probationary employment. Employees are cautioned not to submit any frivolous grievances, as such action will reflect upon an employee's performance record.

In the event that a grievable issue affects or has a real potential to affect other employees, the Association President may file a grievance on behalf of the Association. At all steps of the grievance procedure, an employee may choose to be represented by the Association President or his/her designee, or any other legal representative.

**Section 4.2 FIRST STEP OF GRIEVANCE PROCEDURE**

A grievance shall be discussed with the employee’s immediate supervisor and resolved if possible. A grievance not resolved at this first step shall be brought by the employee/grievant to the second step of the grievance procedure within fifteen (15) calendar days. If the immediate supervisor is the General Manager, the employee/grievant may take the grievance directly to the second step of the grievance procedure.

**Section 4.3 SECOND STEP OF GRIEVANCE PROCEDURE**

A grievance shall be presented in writing to the General Manager. Within fifteen (15) calendar days upon receipt of the written grievance, the grievance shall be discussed with the General Manager. A grievance not resolved at this second step shall be brought by the employee/grievant to the third step of grievance procedure within fifteen (15) calendar days of the above-referenced meeting.

**Section 4.4 THIRD STEP OF GRIEVANCE PROCEDURE**

A grievance shall be presented in writing to the Administrative Services Manager, who may submit the grievance to an outside human resources professional consultant, or the Board of Directors. Within thirty (30) calendar days or within a time period agreed-upon by the parties, the HR consultant or Board of Directors may hold an evidentiary hearing or appoint a hearing officer to hold an evidentiary hearing and to make a recommended decision to the General Manager.

Any such hearing shall be informal and conducted in accordance with the rules set forth in Government Code section 11513, and each party shall be entitled to compel the attendance of any witness employed by the District pursuant to Government Code sections 11450.10-11450.50 and by depositing any required fees thereto. Accordingly, each party shall bear its own costs, including but not limited to witness fees, exhibit costs, and transcript costs, except that the District shall pay the fees of any hearing officer and/or the court reporter.

The General Manager shall make the final written decision on the subject grievance.

**Article 5: DISCIPLINE**

**Section 1 DEFINITION**

Disciplinary action or discipline means an action taken by the District resulting in a letter of reprimand, dismissal, suspension, reduction in salary step, or demotion of a permanent employee.

## **Section 2 CAUSE(S) OF ACTION**

An employee with permanent status with the District may be disciplined only for cause. Possible causes for discipline include, but are not limited to, the following:

- (a) Omission or willful misrepresentation of a material fact or other fraud in securing employment including, but not limited to, the following:
  - 1. Falsification of application for work;
  - 2. False information regarding driver's license; and/or
  - 3. False information regarding professional licenses, credentials, or certificates.
- (b) Falsification of an official statement or document;
- (c) Failure to meet or maintain work performance standards and requirements;
- (d) Willful or negligent violation of any job-related law, ordinance, regulation, or District rule or policy, or disobedience of any superior's lawful order;
- (e) Incompetence or inefficiency in the performance of the employee's duties;
- (f)
- (g) Inexcusable neglect of duties;
- (h) Insubordination;
- (i) Dishonesty;
- (j) Intoxication while on duty or the abuse or improper use of drugs or alcohol;
- (k) Failure to meet the requirements of the Department of Transportation Drug Testing Regulations for covered employees;
- (l) Unexcused absence from duty, including, but not limited to, participation in unlawful strikes or other job actions, such as sick-ins or slowdowns;
- (m) Conviction of a felony, any crime involving moral turpitude or any crime that disqualifies a person from holding public employment; a plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction within the meaning of this subsection;
- (n) Discourteous treatment of the public or other employees, including but not limited to harassment or discrimination of any individual based on their race, color, ancestry, religious creed, national origin, disability, medical condition, sex, age, marital status, or any other category so prescribed by law;
- (o) Misuse of District property or damage to District property resulting from misuse or negligence;
- (p) Disloyalty, including inconsistent, incompatible or conflicting employment activity or enterprise;
- (q)
- (r) Disorderly conduct or other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to the District;
- (s)
- (t) Commission of any type of violence in the workplace, regardless against whom it

is directed. Violence related to the workplace that is committed off site and off working hours is also subject to discipline;

- (u) Absenteeism or tardiness; and,
- (v) Theft or inappropriate removal, possession, or use of GCSD property or information.

### **Section 3 NOTICE OF PROPOSED DISCIPLINARY ACTION**

Prior to imposing discipline, the Department Head shall:

- (a) Review the proposed action with the Human Resources Office.
- (b) Prepare and serve a written notice to inform the employee of the following:
  1. The nature of the proposed disciplinary action;
  2. The causes therefore;
  3. The specific alleged acts or omissions upon which the causes are based stated in ordinary and concise language;
  4. A copy of all the written materials upon which the causes are based; and,
  5. Notice of the right to respond to the Department Head intending to impose the discipline.

### **Section 4 RESPONSE TO NOTICE OF PROPOSED DISCIPLINARY ACTION**

- (a) A permanent employee given notice of proposed disciplinary action may, within seven (7) business days after service of the notice, respond to the Department Head either orally or in writing. The employee shall not be entitled to a formal hearing with examination of witnesses, but he/she may present statements by himself/herself, written statements of any witnesses and other documentary material. He/She may be represented by another in presenting his/her response. The Department Head shall fairly and impartially consider the employee's response and shall thereafter:
  1. Uphold the proposed disciplinary action;
  2. Notify the employee that the proposed disciplinary action will not be imposed;
  3. Impose a lesser disciplinary action; or
  4. Amend the charges.
- (b) In the event the Department Head substantively amends the intended charges or punishment, he/she shall give another notice as provided in Section 4.
- (c) If the employee fails to respond to the notice of proposed disciplinary action within seven (7) business days after service of the notice, he/she will have waived the right to respond and the discipline may be imposed as proposed.

## **Section 5 ORDER OF DISCIPLINARY ACTION**

After completing the requirements of Section 5, the Department Head shall serve upon the employee an Order of Disciplinary Action in writing stating:

1. The nature of the disciplinary action;
2. The effective date of the action;
3. The causes therefore;
4. The specific acts or omissions upon which the causes are based, stated in ordinary and concise language; and,
5. Notice of the right of the employee to appeal.

The effective date of the disciplinary action shall be as set forth in the Order of Disciplinary Action.

## **Section 6 APPEAL OF ORDER OF DISCIPLINARY ACTION**

The employee acted against may, within seven (7) calendar days after service of the Order, appeal the action of the Department Head. An appeal shall be in writing, shall be filed with the Human Resources Office, and shall contain an answer to each charge in the Order. As soon as practicable, the Human Resources Office shall set the appeal for hearing before the General Manager and notify the interested parties of the date and time of the hearing.

The imposition of the Order of Disciplinary Action will not be tolled pending resolution of the appeal.

## **Section 7 MINOR DISCIPLINARY ACTION**

A suspension without pay for a period of five (5) business days or less in any twelve month period (or the equivalent reduction in salary step) is considered to be a minor disciplinary action. A Department Head considering a suspension shall comply with Section 4 and, if requested, Section 5. After receiving the Order of Disciplinary Action provided in Section 6, the employee may, within seven (7) business days after service of an order imposing a minor suspension, appeal in writing to the District General Manager who shall thereafter conduct such meetings and informal discussions as deemed appropriate. The District General Manager shall make a written decision within fourteen (14) business days affirming, modifying or revoking the order which shall be transmitted to the employee and the Department Head and shall place a copy in the employee's personnel file. In the event the discipline is revoked, all record of the discipline and appeal will be removed from the employee's personnel file. The decision of the District General Manager shall be final and binding.

A Letter of Reprimand is considered to be a minor disciplinary action. Any employee

receiving a Letter of Reprimand may respond in writing to the Letter of Reprimand within thirty (30) calendar days from the date the Letter of Reprimand is received. The employee's written response shall be attached to the Letter of Reprimand and placed in the employee's personnel file. The Letter of Reprimand shall not be appealable.

### ***Section 8 MAXIMUM SUSPENSION***

No disciplinary suspension shall be imposed for any period exceeding thirty (30) calendar days, and the Order of Suspension shall expressly state, in addition to the reasons therefore, the dates of the commencement and expiration of suspension.

### ***Section 9 AMENDMENT OF ORDER***

At any time before the hearing, the Department Head may file with the Human Resources Office an amended or supplemental Order, which shall be served upon the employee. If an amended Order presents new causes for discipline, the employee shall be afforded all of the procedural safeguards enumerated in Section 4 and Section 5 herein prior to the discipline becoming effective.

### ***Section 10 THE HEARING ON THE APPEAL***

A permanent employee subjected to discipline greater than that defined as "minor" shall be entitled to an appeal hearing before the Board of Directors. The decision of the Board shall be considered final and binding. At the sole discretion of the Board, an appeal hearing may be delegated to a hearing officer for purposes of rendering a recommended decision to the Board.

The hearing shall be held in closed session unless the employee notifies the Human Resources Office in writing at least two (2) business days prior to the hearing date that he or she desires to have the hearing in public. In any event, the Department Head shall be entitled to have those matters which constitute complaints against him or her heard in closed session. The employee shall have the right to be represented by counsel and to present evidentiary facts. The Board may at any time exclude any person who may be a witness in the case under consideration, with the exception of the employee and the departmental representative.

The hearing shall be informal and the Board shall not be bound by the formal rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing other evidence; however, it shall not be deemed

sufficient in itself to support a finding unless it would be admissible over objection in civil actions.

The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.

In arriving at a decision, the Board may consider any prior District disciplinary action including any relevant letters of reprimand filed with the Human Resources Office. The Board shall make an official decision affirming, modifying or revoking the order. The decision shall contain findings of fact which may be stated in the language of the pleadings or by reference thereto. A copy of the written decision of the Board shall be transmitted to the Department Head and the Human Resources Office. The Department Head shall serve a copy of the decision upon the employee.

### ***Section 11 BURDEN OF PROOF***

The burden of proof shall be on the Department Head issuing the disciplinary order. The quantum of proof required to sustain such action shall be a preponderance of the evidence.

### ***Section 12 CROSS-EXAMINATION UNDER EVIDENCE CODE***

At the hearing the employee may be examined under Section 776 of the California Evidence Code. Failure of the employee to appear at the hearing or failure to testify if called as a witness without extenuating circumstances shall be deemed a withdrawal of the employee's appeal and the action of the Department Head shall be final.

### ***Section 13 AFFIRMATION OR REVOCATION OF ACTION***

The Board may affirm or revoke the action taken by the Department Head or may modify such action to a less severe punishment. The Board may order the employee returned to his or her position either as of the date of the punitive action by the Department Head or as of such later date as may be specified. If the Board revokes or modifies the Order of the Department Head, the appealing employee shall be granted forthwith all rights and privileges pertaining to District service in accordance with the Order of the Board.

### ***Section 14 RECORDING OF THE HEARING***

An audio recording of the hearing referenced above shall be made. The employee or employee's representative may request a copy of the recording.

**Section 15 SERVICE OF NOTICE**

For purposes of this procedure, notification to a party may be given either personally or by mail. When notice is mailed to an employee, it shall be sent to the employee's current address of record by registered mail, return receipt requested. The Department Head shall promptly furnish the Human Resources Office with a copy of each Notice or Order and a statement showing by whom, and the manner and date the notice or order was served.

**Section 16 PROBATIONARY EMPLOYEES**

Except as otherwise provided herein, probationary employees may be dismissed, without right to review or appeal unless otherwise required by law. Probationary employees who have obtained permanent status with the District in another classification shall not be dismissed without following the procedures contained herein.

**Article 6: DOCUMENT EXECUTION**

As set forth in Article 1, Section 1.1.D., this Memorandum of Understanding is entered into by the parties pursuant to California Government Code section 3505.1, and as approved by the Board of Directors of Groveland Community Services District.

**Dated:** \_\_\_\_\_

**Groveland Community Services District**

By: \_\_\_\_\_  
Board President

\_\_\_\_\_  
General Manager

**Dated:** \_\_\_\_\_

**Operating Engineers, Local 3**

\_\_\_\_\_  
Michael A. Eggener  
OE3 Senior Business Representative

\_\_\_\_\_  
Greg Dunn  
OE3 Steward/Member

## APPENDIX

1. *Classifications and Compensation Plan (under separate cover)*
2. *Employee Handbook (under separate cover)*

Resolution No. 32-19

GROVELAND COMMUNITY SERVICES DISTRICT  
APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU)  
WITH THE OPERATING ENGINEER'S LOCAL NO. 3 AND APPLYING MOU TERMS AND  
CONDITIONS TO NON-REPRESENTED EMPLOYEES

BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District as follows:

Section 1. The Memorandum of Understanding between the Groveland Community Services District and the Operating Engineer's Local No. 3 is hereby approved and a copy is attached hereto.

Section 2. The terms and conditions of the Memorandum of Understanding shall be effective immediately.

Section 3. The terms and conditions identified in the Memorandum of Understanding shall be applicable to all represented and non-represented personnel of the District.

Section 4. The President is hereby authorized to sign the Memorandum of Understanding and the District Secretary shall attest its execution.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on August 13, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

\_\_\_\_\_  
Janice Kwiatkowski, President  
Board of Directors

\_\_\_\_\_  
Jennifer L. Flores, District Secretary

**TO:** GCSB Board of Directors

**FROM:** Jennifer Flores, Administrative Services Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 8D: Adoption of a Resolution Approving an Alternative Work Schedule Policy, Which Allows for Implementation of 9/80 and 4/10 Work Schedules

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**RECOMMENDED ACTION**

Staff recommends the following action:

*I move to approve adoption of Resolution 33-19, A Resolution Approving an Alternative Work Schedule Policy, Which Allows for the Implementation of 9/80 and 4/10 Work Schedules*

**BACKGROUND**

The implementation of alternative work schedules for District employees was proposed by District management and employees as a means of increasing morale and cooperative work environment, supportive of a work/life balance. The alternative work schedule is a strategic action to further accomplish the Board's Goal of supporting staff to increase the District's capability to attract, develop and retain high caliber employees.

The alternative work schedule was also a negotiated item during the most recent negotiations with the bargaining unit. The Board was agreeable to, and supportive of the implementation of an alternative work schedule for employees as long as it did not negatively impact operating efficiency, productivity, customer service, or overtime costs.

Significant staff time and work has been spent in determining the best way to transition to, and the implementation of, alternative work schedules for District employees that meet the expectations of the Board. Much of this work included reaching out to several districts who have successfully transitioned to an alternative work schedule from the traditional 5/8 schedule.

The attached proposed Alternative Work Schedule Policy is the product of using policy language from the other districts discussed and tailoring it to meet the needs of the District. The approval of the policy will allow the District to transition to the alternative work schedules for District staff.

**ATTACHMENTS:**

1. Resolution 33-19

Resolution No. 33-19

A RESOLUTION APPROVING ALTERNATIVE WORK SCHEDULE POLICY, WHICH ALLOWS FOR IMPLEMENTATION OF 9-80 AND 4-10 WORK SCHEDULES

BE IT RESOLVED, by the Board of Directors of the Groveland Community Services District that the following policy be adopted regarding the implementation of a 9-80 and 4-10 work schedule:

**SECTION 4 TIME KEEPING AND PAYROLL (Employee Handbook)**

***401 9/80 or 4/10 Work Schedule Program***

Effective Date: 8/16/2019

Groveland Community Services District recognizes the benefits that an alternative work schedule may offer to employees. The purpose of this policy is to offer work schedules that assist staff in balancing work, family and personal responsibilities while supporting the operational needs of the District and its customers.

It is the policy of the District to offer flexible work hours and schedules to employees while continuing to maintain operating efficiency, productivity, and effective service to the public and other agencies. The District General Manager has the responsibility to implement this policy, and to ensure its success is hereby provided the flexibility modify individual employees' work schedules within legal and employee relations agreements, to provide for employee work/life balance while expecting the highest level of employee productivity, efficiency and accountability. The General Manager is also authorized to provide paid time off for employees in accordance with declarations made by the President of the United States, if the business of the District allows.

Regular full-time employees are eligible to work either the 9/80 or 4/10 alternative work schedule. Eligibility to participate in the alternative program is subject at all times to the needs of the District and may be modified as those needs dictate. Certain positions may be ineligible for participation due to necessary work schedules. All employees within each department of the District will work the same alternative schedule as determined appropriate by the General Manager.

If District Management in its sole discretion concludes that the 9/80 or the 4/10 work schedule is not conducive to District operations, the District will meet and confer on the impact of

discontinuing the program. Thirty days' notice will be provided to employees prior to the termination of a 9/80 or 4/10 work schedule.

### **9/80 Work Schedule**

In a standard 9/80 alternative work schedule, employees work nine (9) hours per day Monday through Thursday. On alternating Fridays, employees either work eight (8) hours or are scheduled off which results in 80 hours worked over nine (9) work days verses the customary ten (10) work days. The alternating Friday off is referred to as the employee's flex day.

Supervisors and managers will determine which employees are assigned to Shift "A" and which are assigned to Shift "B" to ensure appropriate coverage. Once employees are assigned to a Shift, it is expected to be followed. Permanent changes between Shift "A" and Shift "B" during the Fiscal year will be considered at the discretion of the General Manager and/or Department Managers.

Temporary trading between flex days may be allowed after proper approval is obtained by the employees' immediate supervisor. Additionally, an approved temporary trade will not entitle the employees to overtime compensation. Furthermore, the trade must occur within the same pay period.

### **9/80 Work Period**

For employees assigned to a 9/80 work schedule, the work week period will begin for Office Staff at 11:30 a.m. and will begin for Field Staff at 10:30 a.m. each Friday. The work week period will end the following Friday at 11:30 a.m. and 10:30 a.m., respectively. With a 9/80 work schedule, an employee shall work the following two week-cycle:

Week One: Monday - Thursday (9 hours each day); Friday (8 hours)

Week Two: Monday - Thursday (9 hours each day); Friday (0 hours)

For purposes of calculating overtime, four hours of the Friday worked in week one will be credited as hours worked in week one; the second four (4) hours of the Friday worked in week one will be credited as hours worked in week two. As a consequence, employees will have forty hours scheduled in each work period.

### **9/80 Work Hours**

Employee work hours shall be established by the District and are subject to change based upon the needs of the District and upon a minimum of two (2) weeks notification to employees. To ensure quality service levels to the District's operations, the following working schedules have been established for staff in the office and field:

#### **Office Staff:**

Monday through Thursday: 7:30 am-5:00 pm

Alternating Friday 7:30 am-4:00 pm

(Thirty minute lunch)

Field Staff:

Monday through Thursday                      6:30 am- 4:00 pm

Alternating Friday                                6:30am- 3:00 pm

(Thirty minute lunch)

To ensure that a field staff employee is available to respond to service calls during office hours, and in the effort to minimize overtime impacts, the on call employee scheduled will work the same hours as office staff during their on call period.

**Work Schedule 4/10**

In a standard 4/10 alternative work schedule, employees work four (4) ten (10) hour days in a row and then receive the next three (3) days off.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on August 13, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

\_\_\_\_\_  
Janice Kwiatkowski, President  
Board of Directors

\_\_\_\_\_  
Jennifer L. Flores, District Secretary



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** GCS D Board of Directors

**FROM:** Jennifer Flores, Administrative Services Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 8E: Adoption of a Resolution Establishing Board Member Remuneration, in Accordance with Director’s Policy 10.3, for Attendance at Board Meetings, Training, and Other Approved Events

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### **RECOMMENDED ACTION**

Staff recommends the following action:

*I move to approve adoption of Resolution 34-19 Establishing Board Member Remuneration, in Accordance with Director’s Policy 10.3, for Attendance at Board Meetings, Trainings, and other Approved Events*

### **BACKGROUND**

The Board of Director’s Policy Manual states that, “Members of the Board of Directors shall receive a Director’s Fee for each “meeting day”, with a maximum of six meeting days per month. The fee shall be annually established by the Board at the first regular meeting in July.”

This policy has not been put into practice for quite some time. Staff research on the matter uncovered that the Board has not adjusted the \$50 per meeting Director compensation rate for attendance at meetings and other approved events since October 1989.

CSD Law in Government Code Section 61047 establishes a maximum of \$100 for “each day of service” and then up to a 5% inflator each year thereafter. It also provides that no member may receive compensation for more than 6 days of service (aka \$600 maximum).

Most districts with a budget the size of GCS D compensate directors at the maximum rate allowed by law. Before the Board today for consideration is whether or not they would like to adjust Board member compensation, and if so, to what amount not-to-exceed \$100 per day of service. It has been suggested that the Board consider a first increase to \$75 per meeting.

### **ATTACHMENTS:**

1. Resolution 34-19

Resolution No. 34-19

RESOLUTION ESTABLISHING BOARD MEMBER REMUNERATION, IN ACCORDANCE WITH DIRECTOR'S POLICY 10.3, FOR ATTENDANCE AT BOARD MEETINGS, TRAINING, AND OTHER APPROVED EVENTS

WHEREAS, the Board of Directors Policy Manual establishes that Directors shall receive a fee for each day of service;

WHEREAS, the policy also states that the fee shall be annually established by the Board at the first meeting in July;

WHEREAS, Board member remuneration has not changed since October 1989;

WHEREAS, if the Board so desires, per CSD Law Government Code Section 61047, it may increase the Director fee to a maximum of \$100 per day of service with up to a 5% inflator each year thereafter;

WHEREAS, the law provides that no member shall receive compensation for more than six (6) days of service.

THEREFORE BE IT RESOLVED,

1. The Board of Directors hereby sets Board Member remuneration to \$ \_\_\_\_\_ per day of service for Fiscal Year 2019/20.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on August 13, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

\_\_\_\_\_  
Janice Kwiatkowski, President  
Board of Directors

\_\_\_\_\_  
Jennifer L. Flores, District Secretary

**TO:** GCSB Board of Directors

**FROM:** Jennifer Flores, Administrative Services Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 8F: Adoption of a Resolution Allowing the General Manager to Enter into Payment Arrangement Agreements with Customers

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**RECOMMENDED ACTION**

Staff recommends the following action:

*I move to approve adoption of Resolution 35-19, A Resolution Allowing the General Manager to Enter into Payment Arrangement Agreements with Customers*

**BACKGROUND**

Occasionally, District customers will experience large water and/or sewer bills due to high water loss or when they purchase a home that has been delinquent and proper escrow practices were not taken during the purchase of the home leaving the new owner responsible for the property's outstanding debt. It is the policy of the District that accounts with a delinquent balance greater than 15 days are to be locked off. Due to this policy, staff has brought Customer Installment Payment Agreements to the Board for approval when a customer experiences the described above and cannot pay the entire balance prior to the 15 days. This practice has been done because only the Board can "suspend" its policy that staff must follow, which is essentially what the Agreements entered into do and allow the customer to pay the outstanding balance over a set period of time.

Staff finds that it would be easier and more efficient if the Board gave the General Manager authority to enter into payment arrangement agreements with customers when appropriate, rather than agreements being brought to the Board for approval. This would allow the District to enter into agreements with customers more quickly, eliminating the waiting period for the monthly Board meeting.

**ATTACHMENTS:**

1. Resolution 35-19

Resolution No. 35-19

RESOLUTION ALLOWING THE GENERAL MANAGER TO ENTER INTO PAYMENTS  
ARRANGEMENT AGREEMENTS WITH CUSTOMERS

WHEREAS, situations arise in which customers receive large water and/or sewer bills due to extenuating circumstances;

WHEREAS, it is the policy of the district to lock customers off that have a delinquent balance greater than 15 days;

WHEREAS, in the past, District staff have brought Customer Installment Payment Agreements to the Board for approval so that the customer avoids lock off and allows the customer to pay the outstanding balance in installment payments over a set period of time;

WHEREAS, District staff finds that it would be more efficient if the Board authorized the General Manager to enter into said agreements into the future when appropriate.

THEREFORE BE IT RESOLVED, that the Board of Directors hereby authorizes the District's General Manager to enter into Customer Payment Arrangement Agreements when deemed appropriate.

PASSED AND ADOPTED by the Board of Directors of the Groveland Community Services District on August 13, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

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Janice Kwiatkowski, President  
Board of Directors

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Jennifer L. Flores, District Secretary

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 8G Authorization for the District to Join the  
Coalition for Fire Protection and Accountability

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**RECOMMENDED ACTION**

Staff recommends the following action:

*It is recommended that the Board, by motion, authorize staff to submit Tuolumne Utilities District information to Join the Coalition for Fire Protection and Accountability.*

**BACKGROUND**

In a July 9, 2019 e-mail to Tuolumne Utilities District, Mr. John Kingsbury, on behalf of Mountain Counties Water Resources Association (MCWRA) is asking its members to consider joining the “Coalition for Fire Protection and Accountability (Coalition).” The Coalition is focused on protecting California’s drinking water systems that could be impacted by catastrophic wildfires.

According to its website, the Coalition is highlighting that “Without common sense reforms, public drinking water systems – and their customers – face lawsuits for damage caused by fires they didn’t start. Water systems found responsible under California’s strict liability standard could be forced to foot the bill for damage caused by wildfires, even if they don’t do anything wrong. This unsustainable standard could force public drinking water suppliers into bankruptcy, threatening the tens of thousands of jobs they provide and the safety and reliability of the drinking water that sustains our communities.”

This coalition is comprised of public drinking water suppliers, labor, and other organizations that are working together to protect California’s drinking water systems, essential to every community and the first line of defense for firefighters. Agencies that have joined the Coalition include: MCWRA, El Dorado Irrigation District, North Tahoe Public Utility District, Tahoe City Public Utility District, and many more. For more information, visit the Coalition website at <https://www.firesafecalifornia.org/>

***Discussion***

As an ongoing effort, the GCSB Board and staff support the efforts of Tuolumne County’s Fire Safety and Community Resilience Task Force (Task Force). As a partner in this Task Force, the nexus of fire and water are joined in working together on solutions to

combat wildfires for rural communities such as Tuolumne County. The Coalition for Fire Protection and Accountability represents an extension of this effort by urging the California State Legislature to implement common sense reforms that will help protect communities from future wildfires and ensure the safety of California's drinking water.

**ATTACHMENTS:**

1. Email from Mountain Counties and Information on the coalition

## Melissa McMullen

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**From:** John Kingsbury <executivedirector.mcwra11@gmail.com>  
**Sent:** Tuesday, July 9, 2019 1:26 PM  
**To:** John Kingsbury  
**Subject:** Consideration to join the Coalition for Fire Protection

Greetings Everyone,

Please join MCWRA and other by joining this coalition: [Coalition for Fire Protection](#)

As wildfire risks increase across California, the safety and reliability of our drinking water supply is under increasing threat, too.

Without common sense reforms, public drinking water systems – and their customers – face lawsuits for damage caused by fires they didn't start. Water systems found responsible under California's strict liability standard could be forced to foot the bill for damage caused by wildfires, even if they don't do anything wrong. This unsustainable standard could force public drinking water suppliers into bankruptcy, threatening the tens of thousands of jobs they provide and the safety and reliability of the drinking water that sustains our communities.

Our diverse coalition of public drinking water suppliers, labor, and other organizations has come together to protect California's drinking water systems – the lifeblood of every community and an essential first line of defense for firefighters.

Here is the link to the website: [Coalition for Fire Protection](#)

If you have questions or need more information, please contact Bob Reeb, MCWRA Lobbyist at [robertreeb@comcast.net](mailto:robertreeb@comcast.net)

Thanks,

John



# THE COALITION FOR **FIRE PROTECTION** **ACCOUNTABILITY**

As wildfire risks increase across California, the safety and reliability of our drinking water supply is under increasing threat, too.



## **SAFE COMMUNITIES** DEPEND ON **STRONG WATER SYSTEMS**

*Without common sense reforms, public drinking water systems – and their customers – potentially face lawsuits for damage caused by fires they didn't start. Water systems found responsible under California's strict liability standard could be forced to foot the bill for damage caused by wildfires, even if they don't do anything wrong. This unsustainable standard could force public drinking water suppliers into bankruptcy, threatening the tens of thousands of jobs they provide and the safety and reliability of the drinking water that sustains our communities.*

*Our diverse coalition of public drinking water suppliers, labor, and other organizations has come together to protect California's drinking water systems – the lifeblood of every community and an essential first line of defense for firefighters.*

### **WATER SUPPLIERS AND THEIR CUSTOMERS STUCK WITH WILDFIRE BILLS**

Following the Freeway Complex Fire, the Yorba Linda Water District was slapped with a \$69 million judgement, despite the Superior Court determining that the Water District did nothing wrong and had nothing to do with starting the fire.

The District had to pay tens of millions of dollars because the fire – which was caused by a disabled vehicle – damaged the water supplier's pumps, which then couldn't be used to help fight the fire. The Water District – and the people who depend on it – were victimized first by the fire and again when they got stuck with the bill.

The same logic used against Yorba Linda Water District is now being used in suits across the state against other public drinking water suppliers. These risks will be magnified if the Governor and Legislature do not act to protect the safety of communities who depend on strong water systems.



“

The current interpretation of inverse condemnation, **holding utilities strictly liable for any wildfire** caused by utility equipment **regardless of standard of care or negligence, imperils** the viability of the state's utilities, **customers' access to affordable energy and clean water**, and the state's climate and clean energy goals; it also, does not equitably socialize the costs of utility-caused wildfires.

*Commission on Catastrophic Wildfire Cost & Recovery  
June 2019*

## DIRE CONSEQUENCES OF INACTION

Without common sense reforms, lawsuits against public drinking water suppliers for wildfire damages could:

- Drain millions of dollars needed to build and maintain water infrastructure – putting clean, safe drinking water at risk for Californians;
- Jeopardize the financial stability of public drinking water suppliers, limiting their ability to adapt to climate change and help the state achieve its greenhouse gas emission reduction goals;
- Put ratepayers and taxpayers on the hook for costs that aren't their fault and force water rates higher; and
- Threaten the jobs of the tens of thousands workers who operate drinking water systems.

# POLICY PRINCIPLES

## SAFETY & ACCOUNTABILITY

To reduce the chances of catastrophic wildfires, there should be an enhanced focus on ensuring:

- Compliance with wildfire mitigation plans; and
- Prudent maintenance and operation of electric infrastructure.

## FAIRNESS

- Establish clear and fair rules of responsibility to help victims quickly recover from wildfires; and
- Implement reforms that prevent the tools firefighters use to battle fires, including public drinking water systems, from being blamed and held responsible for fires they don't start.

## EMERGENCY RESPONSE

To maximize each community's fire protection capabilities, public drinking water suppliers should:

- Be encouraged to establish protocols for wildfire response in their Emergency Response Plans; and
- Coordinate the preparation of their Emergency Response Plans with first responders, including local fire departments.





**BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** August 13, 2019

**SUBJECT:** Agenda Item 8H. Adoption of a Resolution Supporting Special District Representation on the Tuolumne County LAFCO

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**RECOMMENDED ACTION**

Staff recommends the following action:

*I move to adopt a resolution supporting special district representation on the Tuolumne County LAFCO*

**BACKGROUND**

The attached resolution is to be adopted to complete the process of securing special district representation, as the Board has discussed at numerous recent meetings. All special districts will be asked to submit the same resolution to the county LAFCO, who will then conduct the election for representatives.

The Board will also need to include in their approval motion the candidates they desire in resolution item 5.

**ATTACHMENTS:**

1. Resolution 36-19

**DISTRICT RESOLUTION NO. 36-19**

**SUPPORTING SPECIAL DISTRICT REPRESENTATION ON THE TUOLUMNE COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) AND APPROVING RELATED ACTIONS**

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**WHEREAS**, Local Agency Formation Commissions (LAFCO) were established by state legislature in 1963 as regulatory agencies in each California county to ensure the orderly formation and development of local agencies, which is now provided for in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CA Government Code Section 56000 et seq.); and

**WHEREAS**, among other regulatory powers, LAFCOs are responsible for approving, establishing, expanding, reorganizing and, in limited circumstances, dissolving cities and special districts within their respective counties; and

**WHEREAS**, LAFCOs are required to be made of two county representatives, two city representatives and one public member; and

**WHEREAS**, in 1972, state law made it possible for LAFCOs to expand their membership by adding two independent special district representatives, which can be achieved through a process set forth in CA Government Code Section 56332; and

**WHEREAS**, Tuolumne County LAFCO currently does not have independent special district representation; and

**WHEREAS**, since Tuolumne County LAFCO directly impacts operations, existence and growth of independent special districts within the County, including the Groveland Community Services District (District), it is important that special districts gain representation on the Tuolumne County LAFCO; and

**WHEREAS**, if special districts gain representation on the Tuolumne County LAFCO, they will be required to share a portion (up to one-third) of the total Tuolumne County LAFCO costs; and

**WHEREAS**, many independent special districts in Tuolumne County met beginning on May 3, 2018 and following which, resolutions supporting the concept and initiating the process of special district membership on Tuolumne County LAFCO was submitted to the County by a majority of districts; and

**WHEREAS**, in accordance with California Government Code 56332.5, Tuolumne County LAFCO on April 8, 2019 adopted the Resolution of Intention, Resolution 296, forming the independent special district selection committee and adopting related determinations; and

**WHEREAS**, during a meeting of the Special District Selection Committee held on May 29, 2019, a tentative agreement was reached among participating Districts reaffirming the intent of gaining special district representation on Tuolumne County LAFCO, payment of associated costs, voting requirements once on LAFCO and special district member selection and rotation; and

**WHEREAS**, it is in the best interest of the District to initiate formal action as required by Tuolumne County LAFCO Resolution of Intention 296, in collaboration with other independent special districts to complete the process of gaining special district representation.

**NOW, THEREFORE, BE IT RESOLVED**, by the District Board of Directors that:

- 1) Adoption of this Resolution shall serve as an affirmative vote in representation on the Special District Selection Committee, that the District accepts independent special district representation on the Tuolumne County LAFCO; and
- 2) The Board President is authorized to represent the District as the Special District Selection Committee representative in all procedural processes required to gain and implement special district representation on Tuolumne County LAFCO; and.

- 3) The independent special districts accept the default LAFCO budget apportionment of one-third share of costs. The special districts agree to fund their one-third share of the 201920 LAFCO costs as follows:
  - (a) Tuolumne Utilities District - \$8500
  - (b) Groveland Community Services District - \$4,200
  - (c) Twain Harte Community Services District - \$2,200
  - (d) Jamestown and Tuolumne City Sanitary Districts - \$1000 each
  - (e) Fire Districts - \$500 each
  - (f) Cemetery Districts and Tuolumne County Resource Conservation District – at the percentage of district revenue to total special district revenue countywide.

The initial allocations listed above shall be adjusted proportionally based on changes to the Tuolumne County LAFCO budget annually or as otherwise agreed by a vote of the majority of the special district selection committee.

- 4) Special district members serving on the Tuolumne County LAFCO shall not be disqualified from voting on proposals affecting their own special districts.
- 5) This Resolution shall serve as the District’s official nomination of [Director/Board President/Board Member] \_\_\_\_\_ as the District’s initial candidate for potential appointment to the Tuolumne County LAFCO by the Special District Selection Committee, and [Director/Board President/Board Member] \_\_\_\_\_ as the District’s alternate candidate.
- 6) Upon enlargement of the commission to include independent special districts, the term for one new special district member, selected from any independent special district in Tuolumne County, shall coincide with the term of the existing commission member who holds the office represented by the original two-year term on the commission. The term of the second new special district member coincides with the term of the existing commission member who holds the office represented by the original four-year term on the commission. This second special district member shall be from the Tuolumne Utilities District, Groveland Community Services District, or Twain Harte Community Services District, and this commission position shall then rotate consecutively to the next agency in the above listed order following each term.
- 7) The use of US mail or email ballots is desired to conduct the special district member selection process.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on August 13, 2019, by the following vote:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

\_\_\_\_\_  
 Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
 Jennifer L. Flores, District Secretary