



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 8, 2025

SUBJECT: Agenda Item 6C: Adoption of a Resolution Approving a Policy for Food Vendor's Renting Space at the District's Park Facilities

RECOMMENDED ACTION:

I move to adopt Resolution 26-2025 Approving a Policy for Food Vendor's Renting Space at the District's Park Facilities.

BACKGROUND:

This item is presented to the Board for consideration in response to public interest in utilizing District Park spaces for mobile food and beverage services.

Currently, the District does not have a policy in place to permit such uses. In response, staff have reviewed similar policies from comparable districts and have drafted the attached policy to align with the District's Operational Policy and Procedure Manual (OPPM). The policy has been reviewed by District legal counsel, and revisions have been made accordingly.

Staff recommend that the District adopt this policy to allow food and beverage vendors to rent designated space at District Park locations. Administrative staff will manage the application and permitting process in accordance with internal procedures.

FISCAL IMPACT:

The Board previously approved a fee schedule for mobile food and beverage vendors using District Park spaces. Implementing this policy may generate additional revenue for the Park Fund, supporting ongoing park maintenance and improvements.

ATTACHMENTS:

1. Resolution 26-2025
2. DRAFT Policy

RESOLUTION 26-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT ADOPTING A FOOD VENDOR POLICY

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

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

WHEREAS, the District does not have a policy in place for Food Vendor’s in the District’s park facilities; and

WHEREAS, a draft Food Vendor Policy has been prepared and is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt resolution 26-2025 approving a Food Vendor Policy attached hereto as Exhibit A.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on July 8, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Nancy Mora, Board President

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on July 8, 2025.

DATED: _____

POLICY & PROCEDURE MANUAL

POLICY TITLE: Retail Vendor Policy
POLICY NUMBER:

PURPOSE. The Groveland Community Services District (District) allows retail vending in its parks under the specific guidelines described herein. The goal of this policy is to provide a positive experience for park visitors and approval is subject to the specific restrictions of each park.

The program is restricted to vendors who provide retail food, beverages, and other services to visitors to District parks.

Vending services need to be self-contained as utilities will not be provided.

The sale of alcoholic beverages is prohibited unless specifically authorized by the District.

The vendor and retail services must be approved in advance by the District. There is no guarantee of approval of every vendor who applies.

STATE AND LOCAL PERMITS. Vendors must comply with all federal, state, and local laws. Vendors must demonstrate compliance with all requirements – generally imposed at the state and local level – for any and all required permits, licenses, and approvals, which may include the following:

California Sellers Permit: Vendors are required to be registered with the California Board of Equalization (BOE). When a vendor registers, BOE will issue a seller's permit. A seller's permit is a state license that allows vendors to sell items. Vendors are then required to file periodic sales and use tax returns with the BOE, and pay any sales or use tax due on the sales and purchases.

Health Permits: Vendors selling food products are required to possess a permit issued by the Environmental Health Division of Tuolumne County.

County Permits and Licenses: All vendors are encouraged to contact the County of Tuolumne to ensure they maintain all other required county permits or licenses.

INSURANCE REQUIREMENTS. Vendors must maintain valid general liability insurance policies and include the District, its elected and appointed officers, employees, agents, and volunteers as an additional insured. The insurance policies should comply with the following requirements. The District maintains the discretion to approve other insurance liability limits.

No permit shall be issued until the applicant has supplied the District with a copy of a valid Certificate of Liability Insurance evidencing public liability and property damage insurance coverage for the event with liability limits of not less than \$300,000.00 per person and \$1,000,000.00 per occurrence, and property damage limits of not less than \$100,000.00 per occurrence with an aggregate coverage of \$200,000.00.

All vendors are further subject to State of California requirements for providing worker's compensation insurance, as may be applicable.

OTHER REQUIREMENTS. If an applicant is approved by the District, the following is required before a vendor may start operations:

A license agreement must be executed by the District and the vendor. The license is non-transferable. The license agreement must be possessed at all times by the vendor while on District property.

The license is temporary and does not result in the vendor obtaining any continuing right to operate on District property.

The vendor is prohibited from being on District property during a District sponsored or co-sponsored event without written advanced approval. The vendor may be permitted to sell product in a designated area of the park if prior written approval is received.

Any vending license issued will not convey exclusive rights to the licensee at a particular location or for the sale of its products, merchandise, or services.

Non-profit, community organizations, and other businesses may be permitted to sell food and approved products under this policy.

APPLICATION SUBMITTAL. All vendors are required to file an application with the District, on a form provided by the District. The application is neither an offer of space nor a guarantee of space. The District will not process any application that is determined to be incomplete. The filing of an application does not obligate the District to issue a vending license.

PARK VENDOR FEES. All vendors will be subject to the following fees. The fees may be updated from time to time, as approved by the District Board of Directors.

Application Fee: \$111.00

Usage Fees:

\$50 / weekday

\$75 / weekend day

\$275 / week

\$500 / month

AUTHORIZED LOCATIONS TO SELL:

Mary Laveroni Park

Leon Rose Park

RETAIL VENDOR APPLICATION FORM

Name of Applicant: _____

Business Name ("DBA") _____

My business is: ___ Sole proprietorship ___ Partnership ___ Home-based business
___ Non-profit corporation ___ For profit corporation or LLC (Corp name: _____
___ Other

Authorized representative name and contact information:

Name _____

Address _____

Daytime Telephone Number _____

Email Address _____

CA Seller's Permit # _____ Federal Tax ID # _____

County Health Permit # _____

Insurance Carrier _____ Policy # _____

Worker's Comp Carrier _____ Policy # _____

SUMMARIZE PROPOSED ACTIVITIES

Identify and describe the type of retail activity in which you propose to engage. Be as specific as possible.

Food / Beverages:
(Include or attach a proposed menu and prices)

Notes:

1. Vending in Groveland Community Services District parks is allowed only with District permission.
2. Vendors must present evidence of current Tuolumne County Health Department permit(s) that authorize the proposed equipment and the sale of all items.
3. Vendors shall not sell alcoholic beverages, tobacco products, or chewing gum unless otherwise authorized by the District.
4. Vendors shall not sell or supply beverages in glass containers.
5. Vendors understand that electrical outlets are not available for use in the park.

Applicant Signature and Consent:

The signature(s) below attest to applicant(s) having thoroughly reviewed and understood the retail vendor policy of the Groveland Community Services District, the application information, the license agreement, and have researched all applicable requirements.

Please sign and date below before filing an application with the District along with the non-refundable administration application fee – checks made payable to the Groveland Community Services District.

Printed Name

Printed Name

Signature

Signature

Date

Date