

MONTHLY BOARD REPORT

Administrative Services Department

August 2026 Activity Report

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At-a-Glance

6	5,872	87%	48K+
PRA requests in August	Engineering maps digitized	Backflow testing submitted	Instagram views on wastewater reel
August activity was concentrated in fire service planning, year-end financial and audit preparation, completion of the District’s large-format map digitization project, utility billing and customer service improvements, and expanded community outreach.			

Executive Activity Highlights

Fire Service Planning and Funding Analysis

Significant time was dedicated to Fire Service Planning and Funding Analysis in support of the Citizen’s Advisory Committee. Developed detailed fire service staffing and budget models evaluating both 2-0 and 3-0 staffing configurations, using local and regional fire agencies for comparison. Analysis focused on staffing requirements, salary and benefit costs, overtime and coverage considerations, operating expenses, and the overall financial requirements associated with providing fire services.

League of Women Voters – GCSD Candidate Forum

Coordinated with the League of Women Voters of the Mother Lode regarding interest in hosting and moderating a neutral candidate forum for candidates running for the GCSD Board in the November election. The League’s Board approved participation, and the forum has been scheduled for Saturday, September 26 at 1:00 p.m. The League will facilitate the forum using its established nonpartisan candidate forum process.

CSDA Annual Conference

Attended the California Special Districts Association Annual Conference, participating in educational breakout sessions relevant to current and future District operations. Topics included District finance and long-term financial planning, organizational leadership and employee engagement, practical uses of artificial intelligence in special districts, and legislative and legal updates affecting the Brown Act and California Public Records Act. Several sessions provided useful information and ideas directly applicable to GCSD operations and ongoing administrative initiatives.

Public Records Act Responses

The District experienced a notable increase in Public Records Act (PRA) requests during August, receiving a total of six (6) requests during the month. The six requests received in August alone equal the total number of public records requests received during the entire 2025 calendar year.

Old West Days Activity and Community Meeting

Attended the community meeting held at the Groveland Resilience Center on August 21 and provided an update on the District’s progress in sponsoring and coordinating the first Old West Days Main Street Parade. All required applications and documentation have been submitted to Tuolumne County, and County staff have indicated that all necessary permits, including Caltrans approval, are expected to be issued in time for the parade.

The District Engineer has updated the required Traffic Control Plan, and staff met with Groveland CERT to review traffic control logistics and volunteer coordination. Beginning September 14, District staff will meet with CERT each Monday leading up to the event to finalize logistics and help ensure a safe, smooth, and successful parade.

Finance Activity Highlights

Audit Preparation and Year-End

Significant time during August was focused on preparation for the FY 2025-26 annual audit and year-end financial reporting. Work included reconciling the District’s trial balance to Gravity financial reports and coordinating with Gravity on updates to the District’s GASB 75 (OPEB) schedules. The audit timeline has been extended slightly due to the additional year-end workload, conference attendance, and completion of updated financial schedules; however, the District remains well ahead of the typical audit completion timeframe.

Work also continued on quarterly financial reports for presentation to the Board, along with ongoing implementation and training associated with ClearGov and oversight of District capital project financial activity.

Routine Financial Operations

Continued regular financial and accounting responsibilities throughout the month, including accounts payable processing, invoice approvals and payments, month-end bank reconciliations and cash flow reporting, banking and Positive Pay administration, balance monitoring and deposit corrections, and payroll processing. Payroll activities included timecard processing, CalPERS reporting, payroll tax processing, and responding to employee payroll questions.

Additional administrative finance activities included maintaining required financial transparency information on the District website, updating reimbursement records, supporting Board financial reporting, and completing other routine financial and accounting functions necessary for day-to-day District operations.

Records Management

Map Digitization Project Completed

Completed a major records management initiative that began in November 2025 to scan, digitize, organize, and permanently preserve the District’s collection of large-format engineering and infrastructure maps.

5,872	780+	120	600 DPI
Maps digitized	Project hours	Boxes archived	Full-color scans

Each map was indexed in Laserfiche with detailed identifying information, including project and sub-project names, engineer information, significant project dates, drawing and page numbers, street names, unit numbers, APNs, and other relevant historical information. Laserfiche Workflow was then used to automatically rename, categorize, and route the records to the appropriate locations within the District’s electronic repository.

The completed system provides staff with significantly improved access to historical engineering and infrastructure information. Rather than manually searching through boxes and rolled maps, employees can now browse, filter, and electronically search thousands of records by project, location, map type, and other identifying information.

Original maps were also organized, labeled, rolled, and placed into clearly identified archival storage boxes maintained in the District's weather-tight on-site storage container. This allows GCSD to preserve the original documents while using the electronic collection as the primary resource for day-to-day access.

Completion of this project represents a significant improvement to the District's Records Management Program and preserves decades of engineering history and institutional knowledge. The electronic repository will provide a long-term resource for current and future employees, reduce time spent locating historical information, and help ensure important District records remain accessible for future projects and operational needs.

Utility Billing and Customer Service

Meter Audits and Annual Leak Adjustment Totals

Completed the monthly review and audit of August meter reads, including outreach to customers with unusual or potentially high water consumption. Staff sent 30 high-usage notifications by email, in addition to phone calls and mailed correspondence as appropriate. Three of the customers contacted subsequently submitted leak adjustment requests. For FY 2025-26, approved leak adjustments totaled 1,046,983 gallons, representing \$15,928.21 in adjusted water charges.

Utility Billing Metric	Status / Amount
High-usage email notifications	30
Leak adjustment submissions from outreach	3
FY 2025-26 adjusted gallons	1,046,983 gallons
FY 2025-26 adjusted water charges	\$15,928.21
Backflow testing submitted	87%
Outstanding backflow devices	24
Satisfied property liens	4 / \$4,882.28
Active flow meter accounts	5
PMLA fireworks-related billing	\$1,053.51

Laserfiche Process Improvements

Continued efforts to improve and automate Utility Billing processes through Laserfiche. The District's new electronic Leak Adjustment Form is now live, with three submissions received to date. Staff also coordinated with Maintenance to transition the flow meter log into Laserfiche, allowing Maintenance personnel to enter flow meter readings directly and improving the efficiency of information sharing between departments.

Backflow Testing

Backflow testing compliance has reached 87%, with 24 devices remaining outstanding. Staff coordinated with the District's testing contractor to complete testing of the remaining devices and bring the annual program closer to full compliance.

Delinquent Account Collection

Continued delinquent account collection efforts and processed the satisfaction of four property liens with Tuolumne County following payment of \$4,882.28 in delinquent balances.

Payment Platform Training

Xpress Bill Pay onsite training has been scheduled for January 5 to provide staff with additional training and support for the District's online payment platform.

Regular Utility Billing Activities

Completed regular Utility Billing activities, including September 1 billing, account adjustments, future billing, service transfers, and accounts receivable billing. The District currently has five active flow meter accounts. PMLA was also billed \$1,053.51 for fire-related services associated with the fireworks event.

Communications and Community Engagement

Continued expanding the District's community outreach and social media presence through educational content focused on District operations and services. A wastewater treatment plant reel highlighting the role of microorganisms in the treatment process received more than 48,000 views on Instagram. The same content received approximately 1,900 views on Facebook. The strong response demonstrates continued public interest in behind-the-scenes educational content that explains how District services and facilities operate.

Platform	Reach / Views	Engagement / Growth
Instagram	48,000+ views	707 likes • 65 shares • 27 comments • 69 new followers
Facebook	~1,900 views	22 reactions • 2 comments • 2 new followers

Old West Days Outreach

Supported Old West Days planning and community outreach, including participation in planning meetings, development and launch of the parade application, and design and distribution of parade promotional materials both online and throughout the community.

Customer Education and Information

Continued development of the District's new customer information packet, including efforts to incorporate useful information and resources from other local community organizations. Work also continued on social media posts and educational reels addressing frequently asked community questions and District topics, including Capital Improvement Projects (CIPs), water quality, meter reading, the upcoming GCSD candidate forum, and recent District recognition received through CSDA.

Internal Digital Workflow Development

Also began development of the first internal, multi-department Laserfiche process for Flow Meter Applications. The new electronic process is intended to replace the existing paper application and Excel-based meter read log, creating a more efficient workflow between Utility Billing and Maintenance and providing a centralized electronic record of applications and meter usage.

Parks, Recreation and Community Events

Continued coordination and support of community events and activities at Mary Laveroni Community Park. The final Movies in the Park event of the season is scheduled for September 5, featuring Cars. The Park also hosted two well-attended community events during the reporting period, including the Shrimp Fest and Concert in the Park.

Upcoming activities include the ROOFBB Rummage Sale, followed by the annual Groveland Facelift the following weekend. Community interest in the District's Main Street banner program also remains strong, with available banner space fully reserved through the end of October.