



## 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

June 11, 2024

10:00 a.m.

Location: 18966 Ferretti Road, Groveland

CA, 95321

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

#### HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

**Computer, tablet or smartphone:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/7688070165> using a computer with internet access that meets Zoom's system requirements.

**Telephone:** Listen to the meeting live by calling Zoom at (253) 215-8782 or (301) 715-8592. Enter the Meeting ID# 279-281-953 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

**Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 279-281-953.

#### **HOW TO SUBMIT PUBLIC COMMENTS:**

**Written/ Read Aloud:** Please email your comments to [board@gcsd.org](mailto:board@gcsd.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments by voice and in writing, and identify the cut off time for submission of written comments. Comments can be emailed in advance of the Board meeting and up to the time of Board consideration of the item during the meeting. Send email to [board@gcsd.org](mailto:board@gcsd.org), and write "Public Comment" in the subject line. Once you have joined the Board meeting online using Zoom, public comments can also be submitted using the Chat function while in the Zoom Meeting. In the body of the email or Chat, include the agenda item number and its title, as well as your comments. The Board President will also public comment to be made verbally prior to consideration of each agenda item, and will explain the procedure for making verbal comments during the meeting. Once the public comment period is closed, comments timely received in advance of consideration of the agenda item will be read aloud prior to Board action on the matter. Comments received after the close of the public comment period will be added to the record after the meeting.

#### **ACCESSIBILITY INFORMATION:**

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Rachel Pearlman, Board Secretary, at least 48 hours

before a regular meeting at (209) 962-7161 or [rpearlman@gcsd.org](mailto:rpearlman@gcsd.org). Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

**AGENDA MATERIAL:**

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

**PUBLIC RECORDS:**

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.gcsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

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

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



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### AGENDA

June 11, 2024

10:00 a.m.

Location: 18966 Ferretti Road, Groveland  
CA 95321

#### Call to Order

#### Pledge of Allegiance

#### Roll Call of Board Members

Nancy Mora, President

Janice Kwiatkowski, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

#### 1. Approve Order of Agenda

#### 2. Public Comment

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

#### 3. Information Items

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

##### A. Staff Reports

- i. Fire Department Report
- ii. CERT Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
- v. General Manager's Report

##### B. Proclamations

- i. Recognition of Rachel Pearlman for her 7 Years of Service to the Groveland Community Services District
- i. Recognition of Andrew Klein for his 3 Year of Service to the Groveland Community Services District

#### 4. Consent Calendar

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

A. Approve Minutes from the May 14, 2024, Regular Meeting

B. Approve Minutes from the May 28, 2024, Special Meeting

- C. Accept Minutes from the June 4, 2024 Quarterly Workshop
- D. Accept May 2024 Payables
- E. Waive Reading of Ordinances and Resolutions Except by Title

**5. Old Business**

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

None

**6. Public Hearing**

Conduct Public Hearing Regarding the Adoption of the FY 2024-2025 Preliminary Budget

- A. Adoption of a Resolution Approving the FY 2024-2025 Final Budget Including Appropriations Limit, Investment of District Funds Policy, Miscellaneous Fee Schedule, Employee Salary Schedule, and Organizational Chart

**7. Discussion and Action Items**

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

- A. Consideration of Providing Direction on a Potential Special Tax Measure to Address the Revenue Shortfall for the Groveland Fire Department
- B. Board Discussion and Direction Regarding Property Tax Sharing Agreement with Tuolumne County
- C. 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
- D. Board Consideration and Approval of Compensating District Staff for their Time Involved Hosting District Movies in the Park Events
- E. Consideration of Approval of the Issuance of a Request for Proposal for the Completion of a Competitive Employee Salary Study
- F. Discussion and Board Direction Regarding a Water Main Extension Application Received from a Development Outside of the District Boundaries
- G. Adoption of a Resolution Authorizing the General Manager to Execute an Internet Exchange Agreement with Sierra Nevada Communication

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- H. Adoption of a Resolution Awarding the Lowest Bidder Njirich and Sons Inc. for the Mary Laveroni Park Asset and Beautification Project and Authorizing the General Manager to Execute Agreement and Related Documents

**8. Closed Session (Timed Item 1:00pm)**

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

**A. Liability Claims**

(Government Code Section 54956.95)

Claimant: Anthony Filippi

Agency Claimed Against: Groveland Community Services District

**B. Conference with Legal Counsel – Anticipated Litigation**

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): One Case

**C. Open Session**

Announcement of Action Taken in Closed Session

**9. Adjournment**



**Groveland Community Services District  
Fire Department / CAL FIRE**  
18966 Ferretti Road Groveland, CA 95321



Staff Report  
June 1, 2024

To: Board of Directors

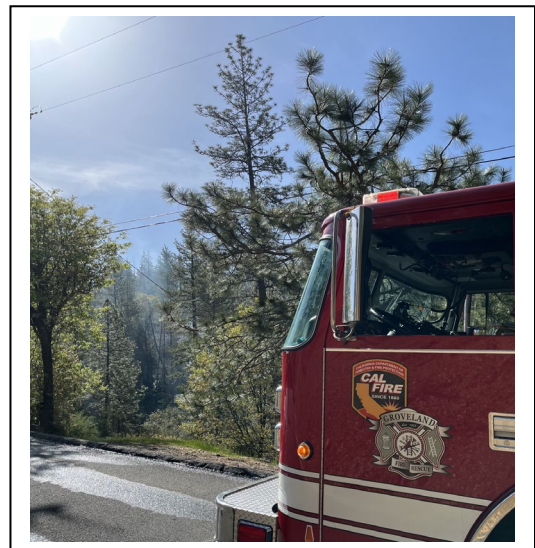
From: Andy Murphy, Assistant Chief  
By: Travis Chunn, Fire Captain

Subject: Monthly Activity Report – May 1, 2024 – May 31, 2024

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**Operations:**

On May 2nd, at approximately 7:18 AM, GCSD Engine 781 joined forces with Tuolumne County Engine 631 and additional resources in response to a vegetation fire located on McKinley inside of PML. Initial reports indicated the fire spanned an area of 2-3 acres, prompting swift action from the dispatched units. Through collaborative efforts and coordinated teamwork, responders effectively contained the fire and halted its forward progress in a timely manner. Despite the challenging conditions posed by the vegetation fire, the combined efforts of all involved ensured a rapid and successful mitigation of the incident.





# Groveland Community Services District Fire Department / CALFIRE

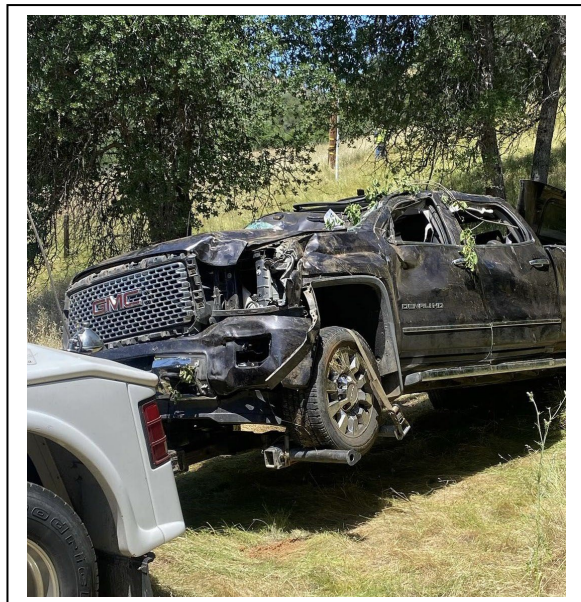
18966 Ferretti Road Groveland, CA 95321



## Operations:



On May 23rd, at approximately 9:24 AM, GCSD Engine 781 was dispatched alongside Tuolumne County Engine 631 and other resources to respond to a vehicle accident involving downed power lines and a small vegetation fire, measuring under half an acre. Fire personnel swiftly initiated their response, prioritizing the safety of the individuals involved in the accident. Despite the challenging terrain, with the vehicle located over 100 feet down a steep bank. Through effective coordination and rapid action, fire personnel successfully managed to bring the situation under control, demonstrating professionalism and dedication to the incident.





**Groveland Community Services District  
Fire Department / CALFIRE**  
18966 Ferretti Road Groveland, CA 95321



**Operations:**

On May 29th, at approximately 1:06 PM, GCSD Engine 781 and TCFD E-631 were dispatched to a head-on vehicle accident on Highway 120 near Smith Station Road. E-631 reported three immediate patients, one of whom was pinned in the vehicle. The Incident Commander quickly assessed the situation and deployed Jaws of Life to extricate the trapped patient, while additional ambulances were requested, along with multiple air ambulances to transport the injured. Despite the efforts of the responders, tragically, one person succumbed to injuries.





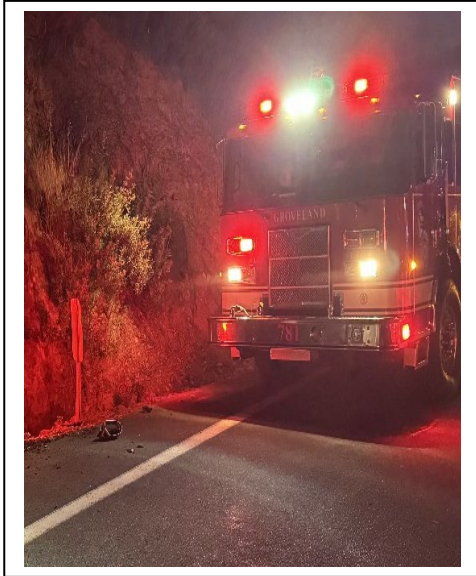


## Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321

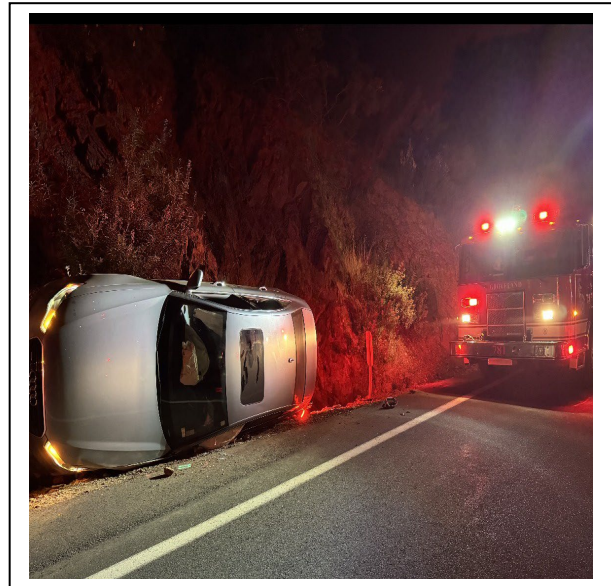


### Operations:



On May 30th, 2024, at approximately 4:20 AM, Engine 781 was dispatched to respond to a single vehicle overturned incident involving a head-on collision on Highway 120. The incident location was specified as, "Highway 120, halfway down New Priest Grade." Engine 781 swiftly assumed leadership responsibilities, with the Incident Commander orchestrating a well-coordinated response effort. With professionalism at the forefront, the Incident Commander conducted a thorough assessment of the scene upon arrival, swiftly identifying the critical needs of the situation. Clear and concise communication channels were established, ensuring seamless coordination among all responding units and agencies involved in the operation.

As the Incident Commander prioritized the safety of both responders and victims, implementing strategic measures to mitigate risks and hazards present at the scene. Through decisive decision-making and effective delegation of tasks, the Incident Commander ensured that resources were efficiently utilized to provide prompt medical care and extrication services to the individuals involved in the accident





**Groveland Community Services District  
Fire Department / CALFIRE**  
18966 Ferretti Road Groveland, CA 95321



**Apparatus and Equipment:**

Apparatus	Description	Status
Engine 781	2009 Pierce Contender	In Service
Engine 787	2000 Freightliner FL112	In Service
Engine 783	1997 International Model 15	In Service
Utility 786	2008 Chevrolet 2500	In Service

**Training:**

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

- FAE Rene Herrera- attended Cal Fire Training Center for Common Passenger Vehicle Extrication, which is part of his Joint Apprenticeship Committee class in San Luis Obispo, CA.
- FAE Santiago Martinez- attended Cal Fire Training Center for Common Passenger Vehicle Extrication in San Luis Obispo, Hazmat Incident Commander at Ben Clark Training Center, and ICS 300/400 at South Ops. Training Center in Riverside. These classes are part of his Joint Apprenticeship Committee training.
- Hose Evolutions
- Extrication
- Patient Packaging
- **AED & Lucas Device- All AED's were serviced and tested**
- **A NEW AED WAS ORDERED FOR ENGINE 781**



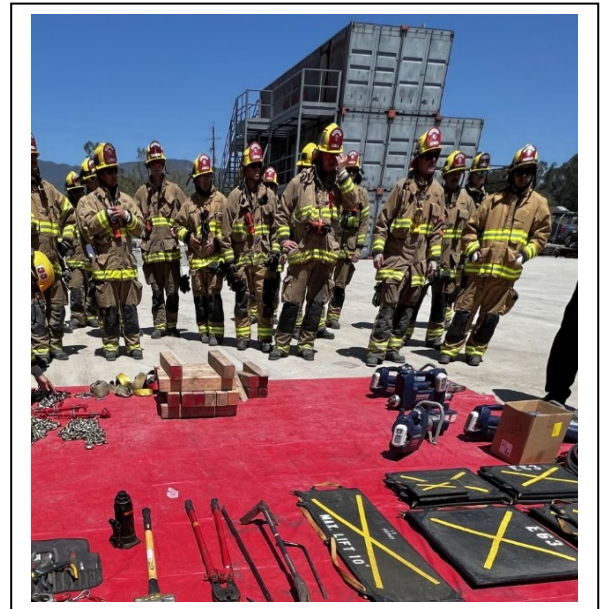
## Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



### Training:

During the month of May, several members of our team participated in a Common Passenger Vehicle Extrication Course conducted by the San Luis Obispo Cal Fire Unit. This intensive training program covered a wide range of essential skills, including Vehicle Stabilization, Airbags, Partech Struts, Rescue 42's, and Cribbing techniques. Moreover, participants engaged in diverse scenario-based exercises, assuming various roles such as Incident Commander, Operations, Rigging lead, and medical assistance to patients. This comprehensive training equipped our personnel with advanced competencies vital for effective emergency response and rescue operations.





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

18966 Ferretti Road Groveland, CA 95321



### **Training:**

During May, Training continued at PML Airport with GCSD Engine 781 and Tuolumne County Engine 631 engaged in first-in drills, focusing on essential aspects such as hydrant changeovers, Incident Commander role establishment, and resource allocation. These drills not only prepare individuals for the demands of firefighting but also contribute to their personal and professional growth.





## Groveland Community Services District Fire Department / CALFIRE

18966 Ferretti Road Groveland, CA 95321



### Fire Department News:

GCSO Station recently acquired an Electric Vehicle Emergency Plug, a cutting-edge tool designed to enhance the safety and efficiency of emergency responses. This innovative device empowers emergency personnel by granting them control over crucial vehicle power functions, enabling them to swiftly and safely deactivate essential electronics as needed. Upon connection to the vehicle's charging port, the plug seamlessly initiates a simulated charging process while also executing pivotal actions such as shifting the vehicle into "Park" mode and engaging the electric parking brake. Such capabilities are invaluable in emergency situations, particularly during traffic collisions, where they serve to mitigate the risk of safety malfunctions and streamline response efforts. The acquisition of this Electric Vehicle Emergency Plug underscores GCSO Station's unwavering commitment to equipping its first responders with state-of-the-art tools and technologies to effectively serve and protect the community.



May-24

STATION 78

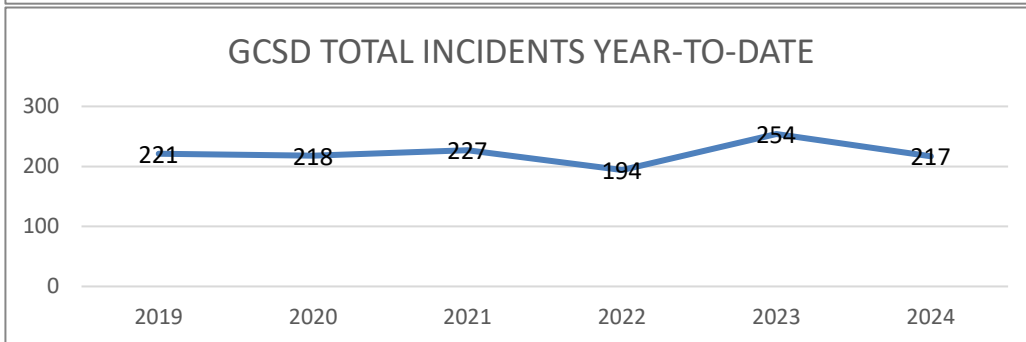
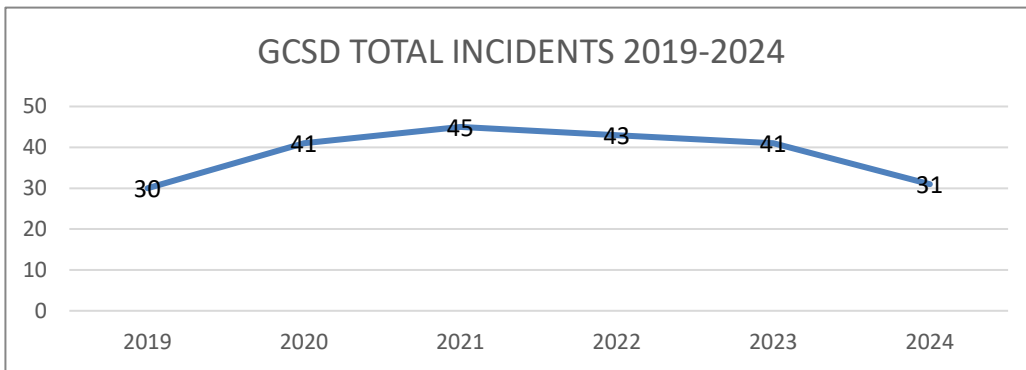
Alarm Sounding	2
Odor Investigation	0
Debris Fire	0
Medical Aid	22
Fire Menace Standby	1
Fire Other	0
Haz Mat	0
Landing Zone	1
Plane/Heli Crash	0
Public Assist	1
Smoke Check	1
Structure Fire	0
Commercial Structure Fire	0
Vegetation Fire	0
Vehicle Accident	3
Vehicle Accident/Pin in	0
Vehicle Fire	0
<b>TOTAL</b>	<b>31</b>



Auto Aid	Given
Tuolumne County	3
INC# 6449 Vehicle Accident New Priest Grade INC# 6736 Vehicle Accident Highway 120 INC# 6759 Vehicle Accident Highway 120  <b>TCFD E-631: 23 CALLS</b>	

ALS	
Yes	No
16	6

Last Call Logged Run # 6867



# CERT Groveland/Big Oak Flat/Moccasin

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

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Groveland, California

## Report to GCSB Board for June 2024

- GCERT proudly has 3 new members: Lydia Dugan, Jacqui Montero, Paul Purifoy
- GCERT is planning the following Team meetings in 2024.  
Jun 29, Jul 27, Aug 31, Sep 28, Oct 26.
- GCERT meeting Jun 29 topic – Practice for Firefighter Rehab.
- GCERT did meet in May with CSU to discuss 49er Festival activities.  
We are planning of community preparations.  
BobA met with CHP commander to review.
- GCERT will complete background checks for all certified members.
- GCERT will be partnering with PML S&SC for Community and Personal Preparedness Workshops in Q2.
- GCERT has 25 participants, 26 inquiring people and 16 fully certified members.
- GCERT has notified FD that our Firefighter Rehab vehicle is operational. It has been outfit with all the necessary equipment to Go Live. (Funded by Adventist Health Grant)  
GCERT is also available for Traffic Control deployment.
- Tom Hernandez will be the GCERT Team Leader effective immediately.
- GCERT Len Otley is our Training Officer. Sam Park is the Logistics Officer. The next Basic CERT training will be in the Fall 2024.

6/6/2024 9:59 AM

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

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



**Information Provided By**

O&M Manager: Luis Melchor  
 Operations Supervisor: Open Position  
 Maintenance Supervisor: Andrew Klein  
 Administration Services Technician: Rachel Pearlman  
 Utility Billing Specialist: Meghan Atkins

**Operations and Maintenance Report  
 May 2024**

**Operations Department**

**Wastewater Treatment Division**

Influent Totals	
Total	4.51
Average	0.15
High	0.21
Low	0.09

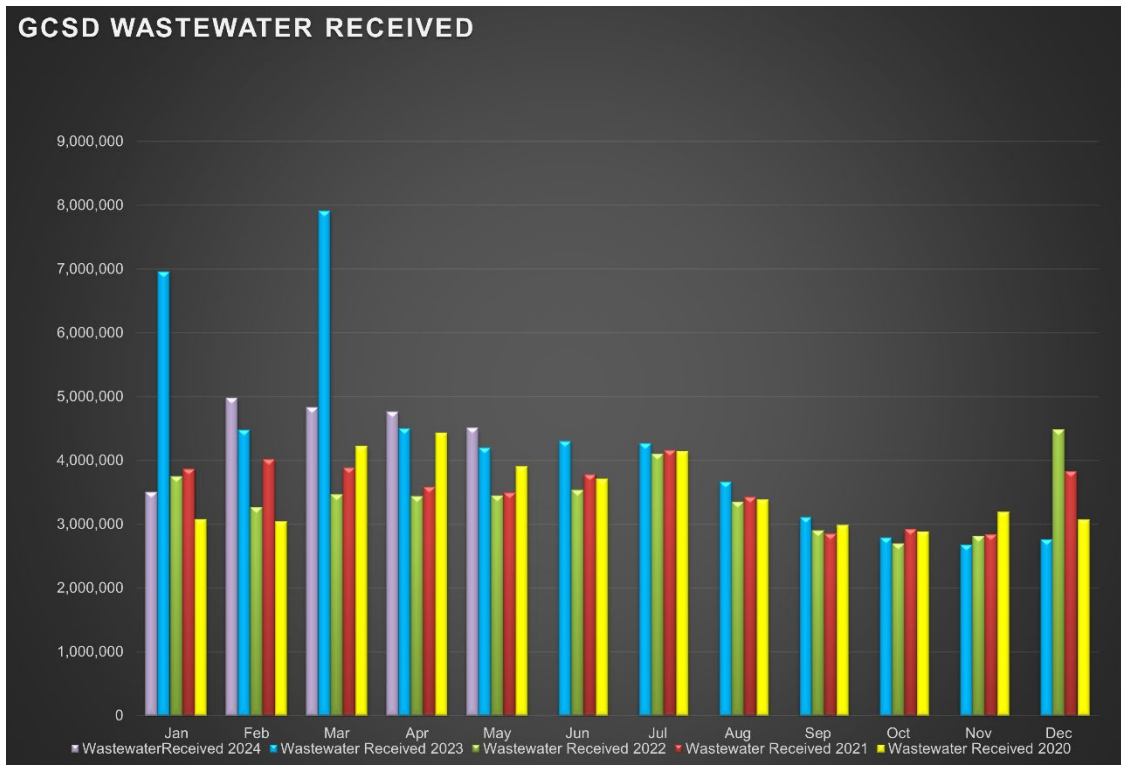
Effluent Totals	
Total	4.47
Average	0.14
High	0.22
Low	0.08

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

Wasting Totals	
Total Inches	150
Total Pounds	1659
Active Accounts	1571

STP Rainfall Totals by Year During Current Month (Inches)					
Season	2024	2023	2022	2021	2020
	32.29	1.52	0.52	0.07	1.97
	High 1.52	High 0.20	High 0.07	High 0.00	High 1.23

**Charted Historical Monthly Influent Totals**





## **Wastewater Treatment Division**

### **Routine Tasks**

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

## **Water Treatment Division**

### **Routine Tasks**

- Submitted monthly Water Treatment Report to State Water Resources Control Board
- Submitted monthly Conservation Report to State Water Boards
- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS
- Performed monthly UV calibrations at 2G and BC.
- Took weekly Treatment Plant samples and sent them into Alpha Lab
- Monitored/sampled Distribution Tanks as needed.

## Maintenance Department

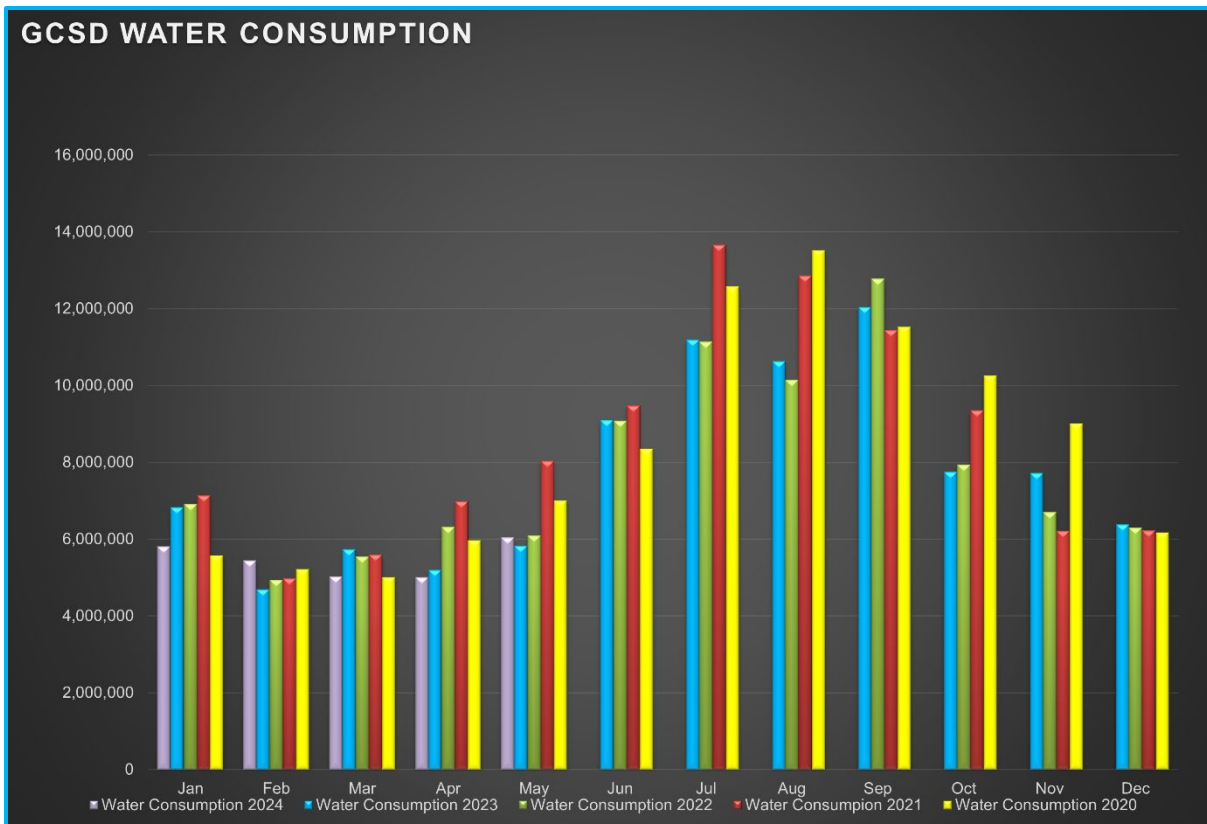
### Water Distribution System Division

Meter Related Services	Total
Check / Repair Meters	21
Water Meters Installed	2
Monthly Meter Restrictions	0
Meter Lock offs	5
Meter Changeouts	1
Tenant Final Reads	3
Re-Reads	24
Meter Turn-Offs	1
Meter Turn-Ons	16
Meter Tests	0
Winterize Meter	0
Color/Taste/Odor/PSI Complaints	2
<b>Total Meter Related Issues</b>	<b>75</b>

Billed Consumption (Gallons)	2024	2023	2022
Residential	5,568,080	5,348,825	5,670,606
Commercial	466,821	469,225	420,166
<b>Total</b>	<b>6,034,901</b>	<b>5,818,050</b>	<b>6,090,772</b>

<b>Active Accounts</b>	3272
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### Charted Historical Monthly Water Consumption



**Maintenance and Repair Data**

Description	Total
Water Main Leaks / Repairs	0
Water Service Line Leaks / Repairs	0
Fire Hydrant Repairs / Replacements	0
Number of Hydrants Flushed	7
Number of Dead-Ends Flushed	1
Water Valves Exercised	0
GIS Points	0

Description	Gallons
Flushing for Water Quality	4,600
Water Loss Due to Leaks / Breaks	0

After-Hours Calls (Hours)				
Water	Sewer	Park	Other	Total
6	13	2	0	21

**Maintenance and Repair**

- **Routine Tasks**
  - Read all District Water Meters
  - Customer Service Calls (Low / High Pressures, No Water, Turn-Ons / Turn-Offs, Etc.)
  - Underground Service Alert (USA) Utility Marking Program
  - Weekly Pump Station Inspections at Tank 2, Tank 4, Tank 5 (Buildings, Tanks, Motors, Pumps, Drives, Communications, Generators, and Auxiliary Equipment)
  - Lock offs for non-payment.
  
- **Tanks and Pump Stations**
  - Disinfect Big Creek Clear Well.
  
- **Distribution System**
  - Continue water service line survey to identify Lead and Copper water service lines.
  - Install new meter at 20603 Longridge Ct.
  - Perform winter averaging audits.

**Pictures**

## Wastewater Collection System Division

Description	Total
Manholes Inspected	79
GIS Points	0
Customer Complaint	0
Odor Complaints	2

Description	Total
Flushing/Jetting (Feet)	0
Video Inspection (Feet)	560

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

## Maintenance and Repair

- **Routine Tasks**
  - Weekly lift station site inspections (PMCS)
  - Added degreaser and odor control to lift stations.
  
- **Lift Stations**
  - Cleaned and Inspected: LS13, LS14, LS15, LS16.
  - Manhole Inspections LS6, LS8.
  - Remove roots and debris found during manhole inspections.
  
- **Collection System**
  - Flushed/Jetted gravity sewer line areas.
  - Groveland, Bass Pond, Twin Pines Easement monthly manhole inspections.
  - Repair lateral cleanout (roots and buried) at 18829 Foote St.
  - New sewer lateral tie-in at 20603 Longridge Ct.
  - Locate sewer lateral at 20000 Pleasant View Dr for contractor.

## Pictures



## General Maintenance Division

### Maintenance By Department

- **Operations Department**
  - 2G Water Treatment Plant
  - Big Creek Water Treatment Plant
  - Butler Bypass Pump Station
  - AWS
  - STP
    - Remove effluent pump for rebuild.
    - Vegetation management at E-Basin
    - Mow spray Fields
  
- **Maintenance Department**
  - Equipment
    - Shop tool maintenance and cleaning.
    - Monthly Inspect and run at operating temperatures...
      - Rain for Rent, Sullair, Vactron, Cement mixer, Light Tower, STP generator, Dunn Ct Generator, AWS Generator, Standby Generator, Highlands Generator.
  
  - Vehicles
    - 39152: Prepared for mowing, repaired PTO, Replace mower output shaft.
    - 51618: Oil change and filter service. R&R tires.
    - 41820: Serviced oil and filters, rotated tires.
    - 52331: Serviced oil and filters, checked brakes.
  
  - Buildings & Yard
    - General yard cleanliness.
    - Vegetation management.

### Pictures

### • Parks Division

### Maintenance and Repair

- **Mary Laveroni Community Park**
  - Landscape Maintenance.
  - Install Sunshade over stage area
  
- **Ballfield & Dog Park**
  - Mowing and bathroom maintenance
  - Install light timer for bathrooms.

## Contracted Work

- Moyle Excavation/H&R.
  - Lift Station Rehab. LS5, LS6, LS7, LS8, LS9, LS10
- Don Pedro Pump
  - R&R Big Creek turbine pump
- Industrial Electric
  - Rebuild Effluent Pump
  - Diagnose generator errors at LS11. Temporary generator on site until repairs can be made.

## Workplace Safety and Training

- Routine Safety Meetings
  - Daily Tailgate Meetings
  - Weekly Safety Meetings
  - Weekly Security Checks
  - Weekly Vehicle Inspection
- Du-All Safety
  - Heavy Equipment and Forklift training.

**REGULAR MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
May 14, 2024  
10:00 a.m.**

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

**Call to Order**

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

**Approve Order of Agenda**

**Motion**

*It was moved by Director Armstrong and seconded by Director Edwards and the motion passed unanimously to approve the order of the Agenda.*

**Public Comment**

None

**Information Items**

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

**Staff Reports**

Fire Department Report  
CERT Report  
Operations Manager's Report  
Administrative Services Manager's Report  
General Manager's Report

**Proclamations**

Recognition of Peter Kampa for his 5 Years of Service to the Groveland Community Services District

Recognition of Meghan Orsetti for her 5 Years of Service to the Groveland Community Services District

**Consent Calendar**

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

Approve Minutes from the April 9, 2024, Regular Meeting

Accept April 2024 Payables

Waive Reading of Ordinances and Resolutions Except by Title

**Motion**

*It was moved by Director Kwiatkowski and seconded by Director Armstrong and the motion passed unanimously to approve the Consent Calendar.*

Minutes 05 14 2024

## **Old Business**

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

None.

## **Discussion and Action Items**

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

Presentation from the American Red Cross Regarding a Smoke Detector Program

### **Motion**

*Discussion item only, no actions taken.*

Board Update from the Yosemite Hwy 120 Chamber of Commerce Committee Regarding the Downtown Groveland Beatification Project

### **Motion**

*Discussion item only, no action taken.*

Adoption of a Resolution Authorizing the General Manager to Submit an Application to the Department of Justice for the Implementation of Live Scan Background Checks for District Pre-Employment, and District Volunteers

### **Motion**

*It was moved by Director Kwiatkowski and seconded by Director Armstrong and the motion passed unanimously to*

Adoption of a Resolution Authorizing the General Manager to Enter into a Letter of Agreement with SitelogiQ for the Evaluation of Facility Improvements, Energy Conservation, Energy Generation, and/or Energy Management Services

### **Motion**

*It was moved by Director Swan and seconded by Director Kwiatkowski and the motion passed unanimously to table this item until the June Board workshop or June Board meeting.*

Adoption of a Resolution Designating the Fire Department Kitchen Remodel and Related Expenditures Eligible for Reimbursement from Future Impact Fee Collections

### **Motion**

*It was moved by Director Kwiatkowski and seconded by Director Armstrong and the motion passed unanimously to adopt Resolution 10-2024 designating the Fire Department Kitchen Remodel and Related Expenditures Eligible for Reimbursement from Future Impact Fee Collections.*

Discussion and Board Direction on Policy Regarding Public Access to District Owned Easements

### **Motion**

*It was moved by Director Kwiatkowski and seconded by Director Edwards and the motion passed unanimously to direct staff to prepare an updated easement policy that clarifies the process for members of the public to access district owned properties and easements.*



Adoption of a Resolution Accepting the Proposal Prepared by GREEN DOT to Develop a Competitive Application for the Active Transportation Program, Cycle 7 for Phase 2 of the Hetch Hetchy Railroad Trail Project

**Motion**

*It was moved by Director Armstrong and seconded by Director Edwards and the motion passed unanimously to adopt Resolution 11-2024 accepting the proposal prepared by GREEN DOT to develop a competitive application for the Active Transportation Program, Cycle 7 for Phase 2 of the Hetch Hetchy Railroad Trail Project.*

Board Discussion and Direction Regarding LAFCo Matters Including the Potential for a Fully Independent Commission Staff, the 2024/25 Draft Workplan and Budget, and LAFCo Policies and Procedures

**Motion**

*Discussion item only, no action taken.*

**Adjournment**

The meeting adjourned at 1:12pm.

APPROVED:

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Nancy K. Mora, Board President

ATTEST:

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Rachel Pearlman, Board Secretary

**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
May 28, 2024  
9:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Mora President, Janice Kwiatkowski Vice President, Director's John Armstong, and Spencer Edwards being present. Also present was Board Secretary Rachel Pearlman, Administrative Services Manager Jennifer Donabedian, and General Manager Peter Kampa.

**Call to Order**

Director Mora called the meeting to order at 9:00am.

Director Kwiatkowski attended the meeting via zoom at a remote location.

Director Swan absent.

**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.

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

**Public Comment**

The District's Public Relations Manager inquired about constituent comments that were posted on Social Media Platforms regarding employee housing.

**Closed session convened at 9:03am.**

Conference with Real Property Negotiators (Government Code Section 54956.8)

**Property:** 19269 Ferretti Road, Groveland CA 95321 and 12699 Cresthaven Drive, Groveland CA 95321

**Agency Negotiator:** General Manager, Pete Kampa and Administrative Services Manager, Jennifer Donabedian

**Seller Negotiator:** Brandon & Patricia MacDonald and Etty Garber

**Under Negotiation:** Price and Terms

Director Kwiatkowski left the meeting at 9:25am.

Director Kwiatkowski returned to the meeting at 9:26am.

**Open Session reconvened at 9:39am.**

**Announcement of Action Taken in Closed Session** The Board gave direction to staff.

**Adjournment**

The meeting adjourned at 9:39am.

APPROVED:

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Nancy K. Mora, Board President

ATTEST:

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Rachel Pearlman, Board Secretary

**SPECIAL MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
June 4, 2024  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Mora President, Janice Kwiatkowski Vice President, Director's John Armstong, Spencer Edwards, and Robert Swan being present. Also present was Board Secretary Rachel Pearlman, Administrative Services Manager Jennifer Donabedian, Operations Manager Luis Melchor, and General Manager Peter Kampa.

**Call to Order**

Director Mora called the meeting to order at 10:05am.

**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.

Presentation of FY 2023-2024 3rd Quarter Financial Statement and Review of Investment Report

**Motion**

*Discussion item only, no action taken.*

Public Input and Consideration of a Preliminary Draft Budget for the Period of July 1, 2024, Through June 30, 2025, and Establish Budget Public Hearing for June 11, 2024, to Consider Adoption of the Final Budget

**Motion**

*It was moved by Director Swan and seconded by Director Kwiatkowski and the motion passed unanimously to prepare the Final Draft 2024/25 Fiscal Year Budget to include the direction given by this Board in today's meeting and to schedule a public hearing for its consideration and adoption on June 11, 2024.*

**Adjournment**

The meeting adjourned at 12:24pm.

APPROVED:

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Nancy K. Mora, Board President

ATTEST:

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Rachel Pearlman, Board Secretary



# ACCOUNTS PAYABLE CHECK LISTING

May 2024  
Fiscal Year 23/24  
Board Approval Date \_\_\_\_\_

# Accounts Payable Checks



User: mronning@gcsd.org  
Printed: 6/5/2024 12:20:01 PM

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
23790	UB*03321	Alexander, Graham & Marilyn	5/1/2024	False	True	Refund Check 006988-000, 19390 FERRETTI RD 2/295	\$59.80	True	5/10/2024
23791	ATT02	AT&T	5/1/2024	False	True	Monthly Cal Net phone service	\$687.91	True	5/10/2024
23792	ATT03	AT&T	5/1/2024	False	True	Monthly Internet Uverse	\$206.89	True	5/10/2024
23793	ATTL0	AT&T (Internet)	5/1/2024	False	True	Monthly Fiber Internet	\$594.52	True	5/10/2024
23794	AT&T Mo	AT&T Mobility (First Net)	5/1/2024	False	True	Monthly Field Cell Phone fee	\$1,452.59	True	5/10/2024
23795	UB*03320	Bakanoff, David	5/1/2024	False	True	Refund Check 016590-000, 20285 Upper Skyridge 15/53	\$173.24	True	5/31/2024
23796	UB*03320	Burkhart, Trustee, John & Valerie	5/1/2024	False	True	Refund Check 014492-000, 20240 Lower Skyridge 15/73	\$290.88	True	5/31/2024
23797	Cro04	Crook Logging Inc.	5/1/2024	False	True	Infrastructure Fuel Reduction Project - 36.06 acres	\$91,001.00	True	5/10/2024
23798	den01	De Nora, Water Technologies INC	5/1/2024	False	True	Freight for WWTP OSGs	\$662.24	True	5/10/2024
23799	DIS01	Dish Network	5/1/2024	False	True	Satellite TV for FD	\$82.61	True	5/20/2024
23800	UB*03320	England, Fredrick	5/1/2024	False	True	Refund Check 016557-000, 13325 Wells Fargo Drive 02/337	\$87.49	True	5/10/2024
23801	GEN01	General Plumbing Supply	5/1/2024	False	True	Combo nipple for Trk 783 pump	\$1,169.70	True	5/10/2024
23802	Hum02	Humana Insurance Company	5/1/2024	False	True	Monthly Dental Insurance Premium	\$2,980.91	True	5/20/2024
23803	Hun02	Hunt & Sons, Inc.	5/1/2024	False	True	Fuel & Oil	\$2,419.16	True	5/10/2024
23804	JOR01	Jorgensen Co.	5/1/2024	False	True	Fire Ext annual maintenance	\$1,337.93	True	5/10/2024
23805	UB*03320	Marash, Sigal	5/1/2024	False	True	Refund Check 017329-001, 20801 Nonpareil Way 10/26	\$62.90	True	5/20/2024
23806	Met04	Metron-Farnier, LLC	5/1/2024	False	True	IRDA Bridge for cell based meters	\$400.46	True	5/10/2024
23807	UB*03320	Miller, Brian & Christina	5/1/2024	False	True	Refund Check 016203-000, 12022 Breckenridge Road 13/103	\$187.12	True	5/10/2024
23808	Mof02	Moffitt, Nathan	5/1/2024	False	True	CWEA Travel Reimbursement	\$1,597.98	True	5/10/2024
23809	UB*03310	Rundberg, William & Sherrean	5/1/2024	False	True	Refund Check 012941-000, 19410 Pleasant View 1/74	\$129.17	True	5/10/2024
23810	UB*03320	Schmielt, Douglas	5/1/2024	False	True	Refund Check 014349-001, 19974 Ridecrest 13/314	\$114.87	True	5/20/2024
23811	Sna01	Snap-on Attn: Kyle	5/1/2024	False	True	Shop Tools	\$164.90	True	5/10/2024
23812	STA08	Standard Insurance Co	5/1/2024	False	True	Monthly insurance premium	\$364.37	True	5/10/2024
23813	UB*03320	Torguson, Carol	5/1/2024	False	True	Refund Check 007782-003, 17519 Henderson Road	\$23.89	False	
23814	UNI05	Univar Solutions	5/1/2024	False	True	Lime for water treatment	\$1,887.60	True	5/10/2024
23815	ups9	UPS	5/1/2024	False	True	Shipping charges	\$38.57	True	5/10/2024
23816	Wells	Wells Fargo Vendor Financial Services, LLC	5/1/2024	False	True	Monthly Lease on Admin Copier	\$718.56	True	5/10/2024
23817	WHI03	White Brenner, LLP	5/1/2024	False	True	March legal fees	\$720.00	True	5/10/2024
23818	UMP01	UMPQUA Bank Comm Card Ops	5/7/2024	False	True	American flags - replacement at firehouse	\$8,054.11	True	5/10/2024
23820	Alp03	Alpha Analytical Labs, Inc.	5/8/2024	False	True	Operations Lab Testing for Water	\$3,025.00	True	5/20/2024
23821	BEA02	Beam	5/8/2024	False	True	Monthly Vision Insurance - May	\$350.03	True	5/10/2024
23822	Cle03	CleanSmith Solutions	5/8/2024	False	True	Disinfection/Janitorial Services Monthly	\$4,400.00	True	5/20/2024
23823	CWEA	CWEA	5/8/2024	True	True	CWEA Membership Renewal L. Melchor	\$196.00	False	

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
23824	DEP09	Department of Forestry & Fire Protection	5/8/2024	False	True	Q3 Schedule A	\$251,038.85	True	5/20/2024
23825	Dept Wtr	Department Of Water Resources	5/8/2024	False	True	Annual Dam Fee FY24/25 - Groveland Wastewater	\$12,675.00	True	5/31/2024
23826	Evo01	EWT Holdings Corp.	5/8/2024	False	True	Reclamation Onsite Chlorine Generation Systems - BC/2G	\$79,425.06	True	5/20/2024
23827	Fas02	Fastenal	5/8/2024	False	True	PPE Gloves - Disposable	\$303.69	True	5/20/2024
23828	GCS02	GCSO	5/8/2024	False	True	GCSO Water Bill	\$2,658.85	True	5/20/2024
23829	Geo01	GeoAnalytical Laboratories, Inc.	5/8/2024	False	True	For Bio-solids lab	\$3,398.00	True	5/20/2024
23830	JSW02	J.S. West Propane Gas	5/8/2024	False	True	Propane	\$1,848.41	True	5/20/2024
23831	Kwi01	Kwiatkowski, Janice	5/8/2024	False	True	April LAFCO Meeting Travel Reimb	\$86.80	False	
23832	LOW01	Lowe's Companies, Inc.	5/8/2024	False	True	Plastic for AC Pipe/Garage Door Repair	\$296.73	True	5/31/2024
23833	MOO01	Moore Bros. Scavenger Co., Inc.	5/8/2024	False	True	Fire Dept 90 Gallon Tote	\$940.95	True	5/20/2024
23834	MOU03	Mountain Oasis Water Systems	5/8/2024	False	True	Bottled Water	\$121.00	True	5/20/2024
23835	NBS01	NBS Government Finance Group	5/8/2024	False	True	Water and Sewer Rate Study 2023	\$10,943.75	True	5/20/2024
23836	per04	Percoco, Ronald	5/8/2024	False	True	Janitorial and Park Service April 2024	\$1,950.00	True	5/20/2024
23837	PGE01	PG&E	5/8/2024	False	True	Monthly Electric Charges	\$1,178.44	True	5/20/2024
23838	Pin07	Pine Mountain Auto	5/8/2024	False	True	April Auto Parts	\$1,124.60	True	5/20/2024
23839	pml01	PML Hardware & Supply Inc.	5/8/2024	False	True	Monthly hardware supplies	\$488.23	True	5/20/2024
23840	Ron01	Rudy, Roni Lynn	5/8/2024	False	True	Social Media Management	\$2,784.92	True	5/20/2024
23841	SWR02	SWRCB	5/8/2024	True	True	Waste Water 3 Application for S. Buie	\$400.00	False	
23842	CWEA	CWEA	5/8/2024	False	True	CSM Grade 1 Renewal - S. Sawyer	\$98.00	True	5/31/2024
23843	CWEA	CWEA	5/8/2024	False	True	CWEA Membership Renewal L. Melchor	\$98.00	True	5/31/2024
23844	SWR02	SWRCB	5/8/2024	False	True	Waste Water 3 Application for S. Buie	\$170.00	True	5/31/2024
23845	SWR02	SWRCB	5/8/2024	False	True	Waste Water 3 Exam A. Trujillo	\$230.00	True	5/31/2024
23846	49er	49er Communications	5/15/2024	False	True	Spare radio for back-up	\$2,682.15	True	5/31/2024
23847	AIR01	Airgas USA, LLC	5/15/2024	False	True	Carbon Dioxide for freezing water lines	\$168.60	True	5/20/2024
23848	AMT01	Amtech	5/15/2024	False	True	Multichlor 12.5 for wastewater plant	\$2,242.00	True	5/31/2024
23849	BLU01	Anthem Blue Cross	5/15/2024	False	True	Monthly Group Health Ins.	\$26,034.73	True	5/31/2024
23850	AT&T Mo	AT&T Mobility (First Net)	5/15/2024	False	True	Monthly Field Cell Phone fee	\$1,452.59	True	5/31/2024
23851	CAR06	Carbon Copy Inc.	5/15/2024	False	True	Monthly Copier Usage	\$32.95	True	5/31/2024
23852	Cin01	Cintas	5/15/2024	False	True	First Aid Supplies	\$74.06	True	5/31/2024
23853	den01	De Nora, Water Technologies INC	5/15/2024	False	True	WWTP OSG Parts	\$40.13	True	5/31/2024
23854	DRU01	Drugtech Toxicology Services, LLC	5/15/2024	False	True	Consortium DOT Tests	\$176.00	True	5/31/2024
23855	EDIS01	E.D.I.S.	5/15/2024	False	True	Operations Supplemental Health Insurance	\$5,559.68	True	5/31/2024
23856	UNU01	First UNUM Life Insurance Co.	5/15/2024	False	True	UNUM June 2024	\$96.00	True	5/20/2024
23857	FP Mail	FP Finance (Monthly pmt)	5/15/2024	False	True	Monthly Postage Machine Rental	\$107.24	True	5/31/2024
23858	GCS01	GCSO Petty Cash	5/15/2024	False	True	April 2024 Petty Cash	\$34.36	True	5/20/2024
23859	HIT01	Hi-Tech E V S, Inc	5/15/2024	False	True	Truck 781supplies	\$1,905.21	True	5/31/2024
23860	Hun02	Hunt & Sons, Inc.	5/15/2024	False	True	Fuel & Oil	\$380.19	True	5/20/2024
23861	JOR01	Jorgensen Co.	5/15/2024	False	True	Fire Ext Annual Maintenance	\$197.38	True	5/31/2024
23862	MOT03	Mother Lode Answering Service	5/15/2024	False	True	Monthly Answering Service	\$355.02	True	5/31/2024
23863	NBS01	NBS Government Finance Group	5/15/2024	False	True	Water & Sewer Fee Study - April 2024	\$6,552.50	True	5/31/2024
23864	SUE01	Ray Suss Insurance & Invst	5/15/2024	False	True	Retired Members Medical	\$3,943.69	True	5/31/2024
23865	SFPUC	San Francisco Public Utilities Commission	5/15/2024	False	True	Monthly Water Purchase	\$6,461.90	True	5/31/2024
23866	SON01	Sonora Rentals	5/15/2024	False	True	Scissor lift to hang shade canopy - Lower Park	\$195.00	True	5/31/2024

Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
23867	Sprbrk	Springbrook Holding Company LLC	5/15/2024	False	True	Monthly Civic Pay - April 2024	\$1,475.50	True	5/31/2024
23868	SWR02	SWRCB	5/15/2024	False	True	Wastewater Distribution Grade 4 Renewal - A Klein	\$105.00	True	5/31/2024
23869	Syn02	Synapse Technologies Inc.	5/15/2024	False	True	Laserfische yearly support contract May- June	\$9,800.00	True	5/31/2024
23870	Tir02	TireHub, LLC	5/15/2024	False	True	Tires for Truck 18	\$966.81	True	5/31/2024
23871	Tuo14	Tuolumne County Recorder	5/15/2024	False	True	Lien Release for 6 APNs	\$120.00	True	5/31/2024
23872	UNI01	Union Democrat	5/15/2024	False	True	Newspaper advertising	\$121.50	True	5/31/2024
23873	UNI05	Univar Solutions	5/15/2024	False	True	Chemicals for water and wastewater	\$10,380.56	True	5/31/2024
23874	ups9	UPS	5/15/2024	False	True	Shipping charges for return meter for repair	\$33.61	True	5/31/2024
23875	am01	AM Consulting Engineers, Inc.	5/22/2024	False	True	Clean CA - Chamber Group	\$86,347.27	True	5/31/2024
23876	BEN03	Benchmark Engineering	5/22/2024	False	True	Meetings - review adjoiner deeds and potential conflicts	\$570.00	True	5/31/2024
23877	DIS01	Dish Network	5/22/2024	False	True	Satellite TV for FD	\$82.61	True	5/31/2024
23878	FOO01	Foothill-Sierra Pest Control	5/22/2024	False	True	Pest and weed service	\$3,651.00	False	
23879	GEN01	General Plumbing Supply	5/22/2024	False	True	Pump removal blind flanges	\$159.30	True	5/31/2024
23880	Hum02	Humana Insurance Company	5/22/2024	False	True	June Coverage	\$2,354.05	False	
23881	Hun02	Hunt & Sons, Inc.	5/22/2024	False	True	Fuel & Oil	\$4,849.76	True	5/31/2024
23882	ICAD01	Industrial Control and Design, Inc.	5/22/2024	False	True	Programming for Dunn Ct and WWTP SCADA Improvements	\$1,170.00	True	5/31/2024
23883	ITR01	Itron Electric Metering Co Inc	5/22/2024	False	True	ITRON Support - Quarterly	\$613.05	True	5/31/2024
23884	jac01	Jack Henry & Associates, Inc.	5/22/2024	False	True	Remit Plus	\$1,876.66	True	5/31/2024
23885	LIG01	Lighthouse Electrical	5/22/2024	False	True	WTP PLC Upgrades - 90% of final payment	\$49,680.00	True	5/31/2024
23886	Met03	Metro Presort	5/22/2024	False	True	Monthly UB Statement Processing	\$2,101.78	True	5/31/2024
23887	Tuo14	Tuolumne County Recorder	5/22/2024	False	True	Monthly subscription to County Records	\$243.50	False	
23888	WHI03	White Brenner, LLP	5/22/2024	False	True	April Legal Fees	\$1,820.00	True	5/31/2024
23889	UB*0332	Apodaca, Audrey	5/29/2024	False	False	Refund Check 016097-000, 18570 Harper Rd	\$198.23	False	
23890	ATTL01	AT&T (Internet)	5/29/2024	False	False	Monthly Fiber Internet	\$594.52	False	
23891	BD20	BD+20 LLC	5/29/2024	False	False	Clean CA graphic design	\$1,000.00	False	
23892	UB*0320	Dean, Robert	5/29/2024	False	False	Refund Check 016205-000, 20008 Lower Skyridge 15/131	\$12.00	False	
23893	UB*0332	England, Fredrick	5/29/2024	False	False	Refund Check 016557-000, 13325 Wells Fargo Drive 02/337	\$113.57	False	
23894	FOO01	Foothill-Sierra Pest Control	5/29/2024	False	False	Tank 2 Spring weed control	\$560.00	False	
23895	FP Mail	FP Finance (Monthly pmt)	5/29/2024	False	False	Monthly Postage Machine Rental	\$107.24	False	
23896	GRA04	Grainger	5/29/2024	False	False	Big Creek clearwell disinfection	\$63.51	False	
23897	UB*0333	Haar, Lance & Lisa	5/29/2024	False	False	Refund Check 017638-000, 20522 Nob Hill Circle 3/73	\$569.01	False	
23898	HOR02	Horn Family Enterprises LLC	5/29/2024	False	False	Clean CA graphic design	\$1,000.00	False	
23899	UB*0332	Poje, Kenneth	5/29/2024	False	False	Refund Check 016341-000, 20297 Upper Skyridge 15/55	\$285.28	False	
23900	UB*0333	Romant, Michael & Jacqueline	5/29/2024	False	False	Refund Check 013133-000, 20619 Longridge Street 4/115	\$12.44	False	
23901	ROM01	Romulus Development LLC	5/29/2024	False	False	Completion and delivery of 7 cement cast gold vein planters	\$11,261.25	False	
23902	WIL07	Sabre Design & Publishing	5/29/2024	False	False	Clean CA graphic design	\$1,000.00	False	
23903	STC01	STCHS	5/29/2024	False	False	Clean CA graphic design	\$1,000.00	False	
23904	UB*0333	Trustees, Jeffrey & Connie Blancalana	5/29/2024	False	False	Refund Check 017454-000, 19976 Ridgecrest Way 15/29	\$45.28	False	
23905	UB*0333	Umanets, Dennis	5/29/2024	False	False	Refund Check 015250-000, 13016 MOKELUMNE 2/202	\$127.63	False	
23906	UNI05	Univar Solutions	5/29/2024	False	False	Salt for treatment OSGs	\$5,452.32	False	
115935	OE3	Operating Engineers Local #3	5/3/2024	False	True	PR Batch 00001.05.2024 Oper Engin Union Dues	\$350.35	False	
115936	OE3	Operating Engineers Local #3	5/17/2024	False	True	PR Batch 00002.05.2024 Oper Engin Union Dues	\$350.35	False	
902751	CAL09	CalPers 457 Plan Administrator	5/10/2024	False	True	PR Batch 00001.05.2024 CalPers Def Comp	\$1,176.57	False	



Check	Vendor	Vendor Name	Check D	Void	Commit	Description	Amount	Reconcil	Clear Da
902752	EDD01	EDD - Electronic	5/10/2024	False	True	PR Batch 00004.04.2024 SDI - Employee	\$4,769.42	False	
902753	FedEFTPS	Federal EFTPS	5/10/2024	False	True	PR Batch 00001.05.2024 FICA Employee Portion	\$22,983.02	False	
902754	Orion	Orion Portfolio Solutions	5/10/2024	False	True	PR Batch 00001.05.2024 Orion 457	\$2,600.00	False	
902755	PER01	Pers - Electronic	5/10/2024	False	True	PR Batch 00001.05.2024 PERS Employer Exp.-Classic	\$12,362.35	False	
902756	CAL09	CalPers 457 Plan Administrator	5/24/2024	False	True	PR Batch 00002.05.2024 CalPers Def Comp	\$1,176.57	False	
902757	EDD01	EDD - Electronic	5/24/2024	False	True	PR Batch 00002.05.2024 State Income Tax	\$3,352.88	False	
902758	FedEFTPS	Federal EFTPS	5/24/2024	False	True	PR Batch 00002.05.2024 Medicare Emple Portion	\$16,965.82	False	
902759	Orion	Orion Portfolio Solutions	5/24/2024	False	True	PR Batch 00002.05.2024 Orion 457	\$2,300.00	False	
902760	PER01	Pers - Electronic	5/24/2024	False	True	PR Batch 00002.05.2024 PERS Employer Exp.-Classic	\$11,493.60	False	
						Payroll Direct Deposit	\$88,570.84		
						TOTAL MAY ACCOUNTS PAYABLES	\$926,373.07		



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Michelle Ronning, Finance Officer

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 6A: Adoption of a Resolution Approving the FY 2024-2025 Final Budget Including Appropriations Limit, Investment of District Funds Policy, Miscellaneous Fee Schedule, Employee Salary Schedule, and Organizational Chart

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### **RECOMMENDED ACTION:**

I move to adopt Resolution 12-2024 Approving the FY 2024-2025 Final Budget Including Appropriations Limit, Investment of District Funds Policy, Miscellaneous Fee Schedule, Employee Salary Schedule, and Organizational Chart.

### **BACKGROUND:**

Before the Board today is the proposed final draft FY 2024-25 District budget, which reflects the changes that were discussed with, and/or directed by the Board to be made at their June 4, 2024, workshop. Those changes include:

- An updated Miscellaneous Fee Schedule to include a Special District Construction Application Fee, with all other fees rounded to the nearest dollar
- Increase Water, Sewer, Fire and Park Fund Revenue proportionally based on fund share percentages to account for the Employee Housing Purchase Loan of \$700,000
- Increase Water Fund Operating Revenue and Water Fund Capital Expenditures by \$67,000 to allocate unused grant funds to FY25 for the Water Fill Station as the project is ongoing
- Increase the Park Fund Capital Expenditures by \$347,210 to include the remaining Park Loan funds of \$217,210, and \$130,000 for the Njirich & Sons awarded contract for the Groveland Asset Rehabilitation & Beautification Project
- Increase Capital Outlay Fund Share for an Internet Exchange & Upgrade Project in the amount of \$30,000

The public hearing notice for consideration of adoption at today's meeting was published in the Union Democrat as required by law on May 25, 2024, and the draft version of the proposed final budget and the Appropriations Limit is published on the website.

Staff has prepared a budget memorandum that has been provided as an attachment and should be referred to for more detailed information regarding the development of the proposed FY 2024-25 budget.

**ATTACHMENTS:**

1. Budget Memorandum
2. Final 2024/25 Fiscal Year Budget
3. Appropriations Limit
4. Investment of District Funds Policy
5. Miscellaneous Fee Schedule
6. Employee Salary Schedule
7. Organizational Chart
8. Public Hearing Notice Proof
9. Resolution 12-2024



# FY 2024-25 Budget Memorandum



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June 4, 2024

## 1 BUDGET OVERVIEW

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### 1.1 PURPOSE

We are pleased to present to the Board of Directors the final draft 2024/2025 fiscal year budget, which will be described in detail in this budget memorandum. The intent of this document is to describe, in narrative terms, how the budget is planned to support accomplishment of Board goals and management objectives. We provide background on how management is approaching budget preparation, to describe what the budget will and will not contain, changes to be made or expected in operations and administration, infrastructure improvements and other capital investments proposed. After Board review and direction today, a final version of this memo will become the budget narrative that supports and explains the final budget for the benefit of the Board and public. The Budget Memorandum also serves as a foundation for financial continuity and stability through changes in Boards and management into the future.

### 1.2 TRANSPARENCY

The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to management goals and objectives, are simply presented and easily understood by the average District service customer. Budgets containing every line item to be purchased are not realistic or necessary in our public service environment, where our revenue is very predictable but our expenses can vary widely due to weather, regulations, natural disasters, critical equipment failure or pandemic. Therefore, this budget is presented with individual line items summarized into functional categories in each service, including:

- Salaries, benefits, and pension liabilities
- Operating expenses such as equipment, vehicles, system/building maintenance and repair
- Outside (contractual) services
- Other expenses such as utilities, training, certification
- Leases and debt service (loan) payments
- Capital outlay (projects and equipment with a value of over \$5,000 and useful life of greater than three years)

These expense categories are easily understood by the layperson and prepared for the Board and public to understand how much we spend on employees and the cost change from year to year; the amounts invested in infrastructure and equipment replacement, the cost of loans, contracted services and

maintenance. To provide a basis of budget understanding, the assumptions, criteria and procedures of budget development are articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the year currently coming to a close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

### 1.3 ACCOUNTABILITY

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether it was maintenance, state permits or salaries that produced the cost overrun. This provides the Board with the ability to uphold their fiscal responsibilities; seeking clarification, considering budget amendments and/or evaluating options to increase revenue or reduce expense. The budget also lays out the annual expenditure plan that directly ties to and supports the service rates charged. Performance within the budget, accomplishing the District's goals, setting aside reserves for infrastructure and operations provides a measurement of financial success.

### 1.4 SERVICES PROVIDED

In accordance with [California Government Code Section 61100](#), The District is authorized by the Local Agency Formation Commission (LAFCO) to provide the following services (active powers):

- Water
- Sewer
- Fire
- Park/recreation including Community Centers

#### 1.4.1 Water Service

In accordance with permits issued by the State Department of Public Health, the district provides potable water treatment and distribution service to approximately 3,275 connections from Big Oak Flat through Groveland and Pine Mountain Lake. The district also provides fire hydrants and stored water for firefighting purposes. The cost of delivering water services is funded 100% by water system user charges and fees. Some infrastructure improvements are funded by state and federal grants, and the district expends much effort to maximize available grants. Grants are very competitive and can take one to five years to complete the application and receive a funding contract. All water system infrastructure grants pay on a reimbursement basis; in other words, we must have the cash to pay the contractor, then request reimbursement from the state, which can take two to six months for payment. In funding all our services, grants are NOT available to pay the cost of staff, chemicals, power, fuel or any other normal operating cost; or to waive or reduce fees or charges for low income, seniors, etc.

#### 1.4.2 Sewer Service

In accordance with permits issued by the State Regional Water Quality Control Board, the district provides wastewater collection, treatment and recycling services to approximately 1,567 connections from Big Oak Flat through Groveland and Pine Mountain Lake. As with water service, the cost of delivering wastewater services is funded 100% by sewer system user charges and fees, and some

infrastructure improvements are funded by state and federal grants.

#### 1.4.3 Fire Services

The district fire department provides fire suppression and protection, emergency response, emergency medical, rescue and hazardous materials response services within the district boundaries and surrounding areas under mutual aid agreements. The fire department is funded entirely with ad-valorem property tax dollars received by the District (not a special tax or assessment). The District typically allocates 92% of the total property tax received to fund the fire department. Prior to 2012 when it expired, the District also had a property assessment in place that generated approximately \$250,000 annually. A special tax measure on the 2012 and 2021 ballot failed, and the department has only property taxes remaining, coupled with small amounts of reimbursements for equipment used on state fires. Grants are available for some projects and programs, such as new personal protective equipment, fire fuel reduction work and inspections; but not to cover permanent staffing or operating expenses such as insurance, maintenance and fuel.

The GCSD fire department has no direct employees and is staffed under contract with CAL FIRE. Two CAL FIRE firefighters are on duty at the District station 24x7 and the fire engines and all equipment in the station are owned and maintained by GCSD. During the fire season, the CAL FIRE station on Merrell Road is also staffed with a minimum of two full-time firefighters at the State's expense. District maintenance and administrative staff are responsible for fire department equipment and buildings, finances, planning, communication, contracts and other management matters. Please see the [2020 Fire Department Master Plan](#) which outlines concerns with the low level of staffing and funding available to support the fire department.

In response to the fire department financial deficiencies identified by the District and in the fire master plan, the District and Tuolumne County initiated the formation of the Tuolumne County Fire Authority (TCFA) in early 2021, for the purpose of providing a means to place a special tax on the ballot on June 8th 2021 to fund fire services in most of the county. Unfortunately, the tax measure known as "Measure V" failed. In May of 2022, the county approached the District with a proposal to bring additional resources and enhanced service to the Groveland area via a partnership and co-location at the District Fire Station 78. The District entered into a License and Cost Reimbursement Agreement with the County on August 1, 2023 for the placement of a county engine and staff at Station 78. The initial term of the agreement was one (1) year and is expected to be renewed in 2024.

#### 1.4.4 Park Services

The District owns and operates Mary Laveroni Park and all of its amenities, as well as the dog park and Leon Rose Ballfield. The District also provides limited recreational programs run by volunteers such as Movies in the Park. The park operation is funded by the remaining 8% of the ad-valorem property taxes and a small amount of facility rental fee revenue. Competitive grants are occasionally available to build new amenities and replace infrastructure, buildings and related equipment. As with the Fire Department, the park services also share maintenance and administrative staffing with all other services. With increasing maintenance costs at the park and very small increases in property tax revenue, amenities such as Leon Rose Ballfield can only be opened to the public if operated and maintained by volunteers. The District has a goal of increasing partnerships and revenue-generating amenities at its parks.



## 1.5 SERVICE LEVELS

Special districts are truly the most responsive vehicle in which to respond to a community's service provision needs. In some cases, a district is formed to provide a single public service such as water or wastewater, and in others such as GCSD, a district is formed to provide multiple public services, tailored at a level specific to the needs of the community. Considering these differences, it is important to understand the fact that some of our service levels are fixed by law or state/federal regulations and we must comply with these regardless of the impacts on the budget. Other service levels are at the discretion of the district through its Board of Directors; and considering public input as further described below.

### 1.5.1 Mandatory Service Level Example

The Local Agency Formation Commission (LAFCO) Resolution that formed GCSD assigns to us the responsibility to provide water and sewer services, which must be delivered in a manner that protects public health and safety, and in strict compliance with State and Federal permits, regulations, and laws. We have an obligation and legal mandate to provide our community with safe drinking water. We are mandated to comply with Safe Drinking Water laws and requirements, and if we do not, the state will levy steep fines, penalties, and expensive/unplanned improvement requirements. Pleading that the District or its customers cannot comply with OSHA laws, Safe Drinking Water or Clean Water Act requirements because we do not have enough money, have high unemployment and low household income in the community; will not relieve the District of the fines or enforcement plus the requirement to be in compliance with laws. Also, as community members responsible for healthy drinking water, our staff and management will not allow budget cuts that could cause customer water quality to suffer.

The District Board and management have NO flexibility when it comes to providing service in compliance with these requirements, no matter how costly. Therefore, management will budget for compliance including ensuring an adequate staff of state certified operators, mandated training, chemicals, reliable pumps, controls, monitoring equipment, reliable vehicles and equipment and safety equipment. Qualified, certified staff do not come cheaply as they are in high demand in the region, state and country and the employment market is very competitive with high paying agencies such as the valley irrigation districts and City/County of San Francisco at its Hetch Hetchy facilities. The housing price in the District is higher than in surrounding communities and the valley, and there are virtually no rentals available; making employee attraction challenging.

We also budget for consultation with qualified engineers to ensure we are operating in accordance with current industry practices and in the most cost-effective manner possible. All water and sewer utility and treatment facility construction must meet strict state standards, and District contractors must by state law be paid Prevailing Wage, which typically adds up to 30% to a project cost over what a private citizen pays for the same construction work.

### 1.5.2 Discretionary Service Level Example

Fire and Park services are examples where we have the discretion to set service levels. With regard to parks, if we own and operate them, certain less onerous mandatory requirements apply, including:

- To reduce liability, we must maintain it for public safety. We can, and will be sued for a dangerous or defective condition of public property
- We must comply with all handicapped accessibility requirements for facilities and buildings
- Playgrounds must be constructed and maintained in compliance with the Handbook for Public Playground Safety
- We must comply with public contracting requirements such as payment of prevailing wage; CEQA and non-discrimination requirements

However, if we have no money available to operate a baseball field, replace a leaky roof, replace a broken refrigerator, irrigate or mow the lawn, stripe the parking lot, or keep the skate park open when the concrete fails; there is no requirement in law to provide for these. Therefore, as unpopular as it may be, if there is no money, the District can budget \$0 for water and \$0 for power, close and lock buildings and stop mowing the lawn.

In the example above, the District does have the ability to propose the adoption of a funding measure, such as a property assessment or special tax, that if approved by the voters can be used to maintain services at a current level or improve them to the level desired by the community. Once a funding measure is approved, law requires that those funds can only be spent on the services and improvements for which they were approved by the voters. The District is currently actively seeking grant funds to increase the park amenities that can be reserved and rented by the public; thereby increasing revenue for the parks department.

In a very high fire hazard zone like the GCSD service area, one would assume that having a local fire department would be mandatory; however, this is not the case. If the district budget and revenue will not support the cost of operating a fire department, the Board can choose to petition the Local Agency Formation Commission (LAFCO) to stop providing the service. The District could choose to terminate its Schedule A contract with CAL FIRE and have only a volunteer department, when and if personnel were available. While providing fire services whether volunteer or through CAL FIRE, strict state mandated procedural, training, safety and documentation requirements exist and must be followed. Obviously having no fire department or a volunteer only department would have a negative effect on property insurance and safety throughout the district and region. Providing and receiving mutual aid and responding to emergencies outside the district boundaries is also at the discretion of the GCSD Board.

## 1.6 GENERAL BUDGET DEFINITIONS

### 1.6.1 Administrative Expenses

All administrative, or overhead expenses are presented in their own category on the [District- Wide Budget](#) for transparency and evaluation purposes. The salary and benefits of office staff, management, office expense, insurance, board expenses and other basic, foundational costs incurred to administer the affairs of the District, regardless of the services provided, are accounted for in the administrative expense. As a standard accounting practice in local government, administrative expense is either funded by allocation of property tax dollars, or distributed to the various services provided, at an allocation percentage based on the level of administrative effort that goes into delivering the respective service.

Continuing in 2024/25, it is recommended that GCSD allocate the administrative expenses to each of its service funds based on an appropriate percentage of benefit derived. The administrative overhead is allocated to water and sewer services proportionally based on the numbers of customers served. The proportional share of administrative expenses paid by park and fire services are based on the estimated level of administrative effort to manage the respective services and meet the goals of the Board.

### 1.6.2 Revenue

#### 1.6.2.1 Taxes and Assessments

- **Property Taxes – Current Secured:** A portion of the ad valorem (value based) property

taxes that are levied, collected and appropriated by the County to the District for all secured property within the Groveland Community Services District service area. This tax is secured by a lien on real property and are subject to 1% of market value limitations of Proposition 13. The Board of Directors has the discretion to allocate ad valorem property taxes to any and all legitimate expenses of the District. Historically, the District has allocated all ad valorem taxes received to the Fire and Park services.

- **Property Taxes – Current Unsecured:** A portion of the ad valorem (value based) property taxes that are levied, collected and appropriated by the County to the District for all unsecured property with the District’s service area. The term “unsecured” simply refers to property that is not secured real estate such as a house or parcel of land which is currently owned. In general, unsecured property tax is either for business personal property (office equipment, owned or leased), boats, berths, or possessory interest for use of a space.
- **Assessments** (In our case also referred to as Bonds): A levy or charge upon real property by an agency for a special benefit conferred upon the real property that is subject to Proposition 218.

#### 1.6.2.2 *Service Charges*

Property related charges imposed for a property related service. Article XIII D of the California constitution determined that water and wastewater are property related services subject to the ratemaking procedures of Proposition 218 (1996).

- **Water Service Charge:** Fees collected to recover the cost of providing water service and potable water to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the water system in a “ready to serve” condition.
- **Wastewater Service Charge:** Fees collected to recover the cost of wastewater collection, treatment and disposal services to District customers. The fixed charge or “base rate” is levied on a monthly basis to keep the wastewater system in a “ready to serve” condition.
- **Variable Rates:** the dollar amount charged per unit of water consumed and/or sewage discharged based on meter readings

#### 1.6.2.3 *Fees*

Miscellaneous set fees such as late fees, door notice fees, hydrant meter rental, hookup fees, reconnection fees, property transfer fees and returned check fees. All fees are charged related to actions or non-actions specific to a customer’s water or wastewater account, for facility rentals and other administrative processes. Government Code § 61115(a)(1) provides that the District Board of Directors can, by ordinance or resolution, establish fees for the services and facilities that the District provides. All such fees must be reasonably related to the service provided. The fees cannot be used as a source of “general revenue” for the District. The District has adopted a Miscellaneous Fee Schedule which contains the various charges for extra services provided by the District.

#### 1.6.2.4 *Grants & Donations*

Various grants or donations received for specific purposes or areas. Grants are only included in the budgeted revenue if a grant agreement is in place and the receipt of the grant revenue can be certainly expected within the fiscal year. Grant revenue may be listed as contingent if there is a reasonable expectation that the money will be received to offset a particular expense.

#### 1.6.2.5 *Other Revenue*

- **Strike Team and Equipment Rental Revenue:** Income received from the State of California and Federal Government to reimburse the District for expenses related to responding to a request for mutual aid to fight wildfire (Strike Team). This is applicable to the fire fund only.

- **Lease Revenue:** Income received from the rental of District property, equipment or buildings.
- **Cell Tower Rental:** Income received from the rental of District property to telecommunications companies for the location of cellular and data transmission facilities.
- **Sale of Assets:** Monies received from the sale of buildings, vehicles, land or equipment owned by the District.
- **Interest Revenue:** Interest earned on investment of District funds, such as the California Class pool, Money Market accounts or LAIF.

#### 1.6.3 General Expenses

- **Salaries:** Costs associated with compensation paid to employees and interns of the District including regular pay, overtime, standby, vacation, sick, strike team, cell phone stipend, uniform allowance, and intern stipends.
- **Benefits:** Costs associated with all fringe benefits and payroll-related expenses for District employees. Costs include payroll taxes, retirement contributions, health/vision/dental insurance premiums, and workers compensation insurance premiums.
- **OPEB/Pension Liability:** Other Post-Employment Benefits (OPEB) reflects the cost of pre-funding medical benefit costs which will be provided to current vested employees (hired prior to 2013) upon retirement. Employees hired after 2016 do not receive District payment of medical insurance in retirement. Those hired between 2013 and 2016 receive retiree medical insurance based on a vesting schedule (years of service). This annual payment, which is calculated based on an actuarial valuation, is deposited into a specific (interest earning) trust fund intended to reduce and control future retiree medical insurance costs. Pension liability is the amount of estimated payments to fund the deficit in the District's retirement account with CalPERS.
- **Retiree Medical:** The direct cost of medical insurance premiums for existing retired employees that receive this benefit in which they are vested.
- **Equip, Auto, Maint, & Repairs:** This category of costs includes maintenance and repair of equipment, facilities, and vehicles; fuel; safety supplies and equipment; new equipment purchases with a purchase price of less than \$5,000 per item; personal protective equipment; landscaping and janitorial services.
- **Outside Services:** Costs from professional outside consultants/service providers including public outreach, human resources, auditing, legal, engineering, medical, janitorial, lab services, and IT service providers.
- **Other:** Other costs consist of state permits, utilities, phone and communication expenses, property and liability insurance, training, conferences, travel, certifications, public education materials, software licenses and maintenance.
- **Cost of Water** - In the water fund, the purchase of water from SFPUC and tunnel outage related costs.
- **Debt Service:** The amount of (loan) principal and interest due during the fiscal year on debt incurred for previous capital improvement purchases/projects.
- **Capital Outlay:** Assets or improvements with a cost of \$5,000 or more and a useful life that is longer than three years. The cost of engineering, materials, supplies, permits and construction contracting is included with the cost of each project.

#### 1.6.4 Reserves

Fund balances/net assets set aside to meet known and estimated future obligations and to ensure available cash for normal operations. Reserves are typically established based on improvements

identified in adopted capital improvement plans and master plans. Reserves are shown as both an expense (where a certain amount of cash is set aside) and a revenue (Transfer in) to fund a project or purpose for which they are set aside.

### 1.7 2023/24 BUDGET PERFORMANCE AND ACCOMPLISHMENTS –

The projected fiscal year end for 2023/24 total operating revenue and operating expenses for each fund is summarized below:

WATER	AMOUNT	SEWER	AMOUNT
Revenue	\$2,974,434	Revenue	\$2,546,153
Expenses	\$3,127,471	Expenses	\$2,431,018
Revenue Over (Under) Expenses	\$(153,037)	Revenue Over (Under) Expenses	\$115,134

FIRE	AMOUNT	PARK	AMOUNT
Revenue	\$1,351,165	Revenue	\$202,645
Expenses	\$1,399,189	Expenses	\$228,229
Revenue Over (Under) Expenses	\$(48,024)	Revenue Over (Under) Expenses	\$(25,584)

### Investing in Capital Assets – July 1, 2023 – June 30, 2024

As has been the trend the last several years, the District continues to make significant progress towards capital improvements and is projected to complete approximately **\$4,517,662** in infrastructure improvement projects and equipment purchases by fiscal year end funded with dollars generated from customer rates, state grants and reserves. The capital projects completed in FY 2023/24 are listed below and financial detail included in the [Capital Outlay Budget](#) sheet attached to this memo:

#### **Building and Infrastructure**

##### **Big Creek/2G Clearwell, Butler Way Rehabilitation Project**

This project has spanned over three fiscal years and was completed in 2023/24 fiscal year. The Big Creek and Second Garrotte Clearwell Rehabilitation Project consisted of removing failed interior tank coatings, repairs to corrosion damage and replacement of failed structural steel and providing interior and exterior coating on tanks. The project also included the complete renovation of the Butler Way Booster Pump Station, including a sound enclosure.

**FY Total - \$427,698**

##### **Groveland Asset Rehabilitation and Beautification Project**

The District completed the planning and design work associated with the development of construction plans for this project, and went out to bid in May 2024. This also includes partial expenses for the fabrication of the new restroom that will replace the old restroom located in Mary Laveroni Park. This project is funded at 75% grant through the state’s Clean California Local Grant Program.

**FY Total-\$288,050**

**Big Creek WTP On-Site Chlorine Generators (OSG)**

Both treatment Plants use these units to generate chlorine for disinfection. These units take the combination of electricity and salt to make chlorine. This project will replace two on-site chlorine generators: both at the Water Treatment Plants. All these units have lived well past their life expectancy and have had multiple failures recently. In addition, parts and support for these units have become a problem in the past few years, and the loss of either one of these units results in a treatment plant being shut down. Both units were purchased and received in FY2024, Big Creek was installed and Second Garrotte WTP will be installed in FY2025 due to Big Creek WTP being down.

**FY Total - \$79,426**

**GCSO Infrastructure Fuel Reduction Project**

This project created approximately 155 acres of shaded fuel break by hand cutting and masticating surface and ladder fuels in the understory of the District properties. The fuel reduction will allow firefighting forces the ability to protect critical water and sewage infrastructure as well as our administrative office, park facilities and fire station. The project spanned two fiscal years at a total grant amount of \$405,000.

**FY Total - \$79,809**

**Equipment**

**Big Creek Turbine Pump Repair**

This pump pulls water from the Mountain Tunnel and fills the Big Creek Treatment Plant Clearwell. The repair consisted of pulling 565 feet of 10" well casing, disassembling/inspection and replacing bearings, seals, bowls and impellers.

**FY Total - \$73,914**

**Truck 8 Replacement**

This truck was supposed to be replaced last year FY, but due to availability and pricing/ordering problems, it had to be moved to the 2023/24 fiscal year.

**FY Total - \$43,598**

**Truck 7 Replacement**

This truck will replace Truck 7 which was involved in an accident in February 2023 and was declared a total loss by insurance. This truck was a 15-year-old truck and had been out of service frequently with extensive maintenance work performed. This truck is a one-ton service body truck used for water and sewer infrastructure repairs. Insurance proceeds covered the majority of the cost of the replacement truck.

**FY Total -\$75,516**

## **Technology Improvements**

### **WTP Chlorine Analyzers**

We are starting to see a decline in the older Hach (brand) instruments. Switching to newer, more reliable and available units will save the District in chemical cost since these do not use any reagents to operate, and will be fully supported for years to come.

**FY Total - \$36,331**

### **New Programmable Logic Controllers for Big Creek WTP**

This project will replace 2 outdated PLCs that have failed multiple times in the last month. These PLCs are no longer available new, and harder to acquire. The new units will bring reliability, security, and availability for years to come.

**FY Total - \$110,000**

## **Engineering**

Below is the planning and design work expense performed by the District's engineers for the respective project; getting them ready for funding and construction.

### **Drought Resiliency Project (8.4M Grant)**

Projected to go out to bid in FY 2024/25.

**FY Total-\$219,236**

### **Headworks Phase 2 Project**

Awarded to SMCI Inc. and starting construction June 5, 2024.

**FY Total-\$2,552**

## 1.8 BOARD DIRECTION RELATED TO BUDGET 2024/25 DEVELOPMENT

The staffing plans, employee development strategies, projects, major purchases, technology, studies and management actions planned for 2024/2025 are each intended to support accomplishment of the following adopted Board Goals:

1. Support an Excellent, Efficient and Qualified Staff
2. Adopt/Update Solid Policies and Ordinances
3. Support Facilities and Operations to Stabilize Long Term Cost by Planning for the Future and Reduce the Rate of Cost Increase
4. Support Excellent Customer Service, Customer Relations and Outreach
5. Ensure the Financial Stability of the District by Planning Long Term Versus Crisis
6. Provide the structure, process and staffing for competent, transparent and accountable governance and administration of all District services

## 1.9 2024/25 Operating BUDGET HIGHLIGHTS:

This section of the Budget Memorandum is intended to provide the reader an overview, or "bottom

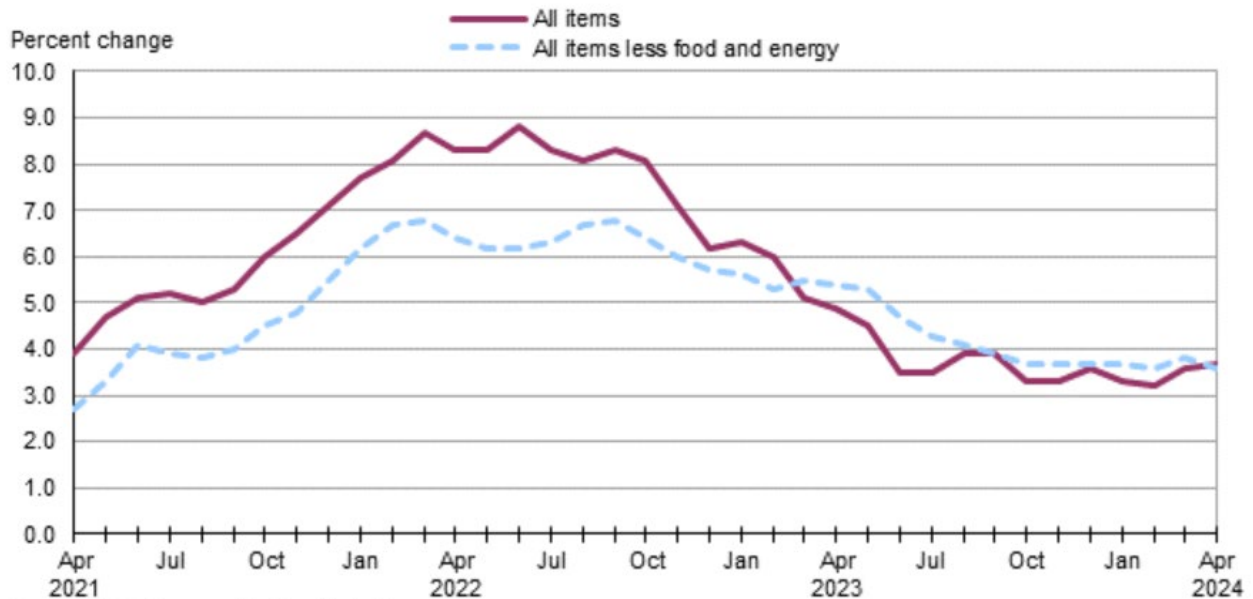
line” of what has changed from prior years, and where to focus in the budget for major projects or purchases. Additional detail is provided later in the report supporting the budget highlights, which include:

1.9.1 Administration

- Administrative expenses of \$2,212,738 which reflects the baseline cost of staffing the office, business equipment, office supplies, Board of Directors training and stipends, operating and maintaining the District office and related facilities. The current proposed budget allocates the majority of administrative expenses based on customer count in water and sewer, and based on the estimated amount of administrative staff effort for fire and park, as follows:
  - Water – 56%
  - Sewer – 38%
  - Fire – 5%
  - Park – 1%
  
- 3.6% COLA increase to all positions in the salary schedule based on Western Region CPI. **PLEASE NOTE:** The MOU allows for a max COLA of 3%; last FY the Board directed staff to adjust the COLA to the actual figure reflected in the 12-month CPI as of March due to historic inflation rates and a concern that the District would fall behind in maintaining industry competitive wages. Management prepared the budget to reflect the direction received by the Board from the previous fiscal year.

### Consumer Price Index, West Region — April 2024

**Chart 1. Over-the-year percent change in CPI-U, West region, April 2021–April 2024**



- Employee merit salary step increases for employees meeting and exceeding performance expectations
- Consulting services to optimize employee job duty efficiency and improve employee attraction and retention capabilities, which include performing an organizational staffing evaluation including a benchmark comparison of our services, positions and staffing against



other similar districts; revising and updating job descriptions, developing employee responsibility/salary advancement path and incentive pay program for those exceeding performance expectations. This was budgeted for in the previous fiscal year, however workload did not allow this to be accomplished. An RFP will be presented to the Board for a total compensation and benefit study at the June 11<sup>th</sup>, 2024 meeting

#### 1.9.2 Water Fund

- Water fund revenue **falls short** of covering the projected operating expenses by \$732,426. The lack of a water rate increase for the last two years has resulted in an unbalanced budget, and fund balance/reserve funds were used to balance. A 2% water rate increase each year would have balanced the budget without the use of fund balance (reserves)
- NBS Consulting was awarded a contract to conduct a Water Rate Study at the end of FY 2022/23 at \$40,000. These funds were carried over to the FY 2023/24 budget and the vendor has completed this study which is currently under review by management

#### 1.9.3 Sewer Fund

- Sewer fund revenue **falls short** of covering operating expenses by \$299,910
- NBS Consulting was awarded a contract to conduct a Sewer Rate Study at the end of FY 2022/23 at \$40,000. These funds were carried over to the FY 2023/24 budget and the vendor has completed this study which is currently under review by management

#### 1.9.4 Fire Fund

- Fire fund service property tax revenue **shortfall** of \$533,421 if Schedule A contract is billed at the CAL FIRE estimated budget. The above operating revenue shortfall does not include funds for necessary equipment replacement or for increases in staffing.

#### 1.9.5 Park Fund

- Park fund revenue narrowly covers operating expenses which contributed to the anticipated increase in earned interest and a 3% revenue increase from cell tower rentals this fiscal year. The Park property tax revenue is not adequate to cover long term facility and equipment major maintenance, replacement or improvements.

## 2 2024/25 BUDGET DISCUSSION

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### 2.1 BUDGET DEVELOPMENT PROCESS

The District's budget is developed for the ensuing fiscal year, initially by office and operations management staff under the direction of the General Manager. Expenses and revenue through the first six to eight months of the year are closely analyzed and then projected through the end of the year. To understand financial trends and identify potential budgeting inaccuracies, the expenses and revenue are then compared to previous years' budgets and actual fiscal year-end figures. These identified trends, as well as areas where we had in previous years budgeted too high or low, are taken into consideration in the development of the next fiscal year's budget. Further, budget criteria are identified, and assumptions made about known changes in expenses and revenue for the next year, which are then forecasted to further guide budget development.

The District budget proposal is very simply constructed and presented, due to the relatively stable and

very limiting nature of our funding and limited expense fluctuations; therefore, this narrative is very important in understanding the financial condition of the District.

## 2.2 SERVICES CRITERIA

The following are some basic assumptions and criteria used in our budget development, which are driven by the Board adopted/amended Management Objectives. Detailed in the following section are specific management directives issued to staff to guide their overall approach to budget development, and setting certain minimum and maximum goals:

### 2.2.1 Water/Sewer Services

- Customer Service levels will be maintained or improved
- Preventative maintenance of the sewer system will continue in compliance with the adopted SSMP and at industry standards; completed with a more experienced, highly trained, certified and licensed staff using appropriate software and equipment
- Sewer Collection system odors from lift stations are to be reduced through increased, thorough removal of accumulated solids
- Preventative maintenance of the water system will increase over 2024 with a more experienced, highly trained, certified and licensed staff using appropriate software and equipment
- System repair and maintenance capital improvements will continue at 2024 pace
- Staffing, equipment and maintenance plans will take into consideration that the sewer collection project will extend through the summer with potential disruptions in service and emergency situations
- Water and wastewater quality will be maintained at all times
- Efforts and expenditures will continue to be invested in optimizing water and wastewater treatment processes
- Public Outreach regarding operations and improvements will continue to increase
- SCADA technology will be optimized, and digital asset management (GPS) implemented and maintained
- Compliance is mandatory with state permits and other regulatory and legal requirements
- Employee and public safety is of utmost importance
- Equipment is to be safe, reliable and operable for the intended purpose

### 2.2.2 Park Services

- Improvements to park infrastructure will be planned and implemented to stabilize and reduce operating costs without reducing services, while designing overall improvements to increase revenue generation
- Public safety, public health and park condition is a top priority

### 2.2.3 Fire Services

- Continue the Cal Fire Schedule A Contract and to provide the highest level of services possible
- Maintain equipment and facilities in a safe, reliable manner and replace critical equipment that has failed or reached its useful life
- Develop an understanding of the benefits to the county and region of providing mutual aid emergency response services
- Understand that fire revenue does not cover the cost of operating the fire department, and that

reduced staffing or equipment reliability puts the public and our firefighters at risk. In FY25, the County will no longer fund two full time, non-fire season (typically November-April) staffing at the Merrell Road CAL-FIRE station reducing mutual aid response personnel

- A Fire Tax Measure will be proposed to voters and conducted by a special election in 2025 aiming to ensure adequate funding for essential fire protection and emergency response in our community

#### 2.2.4 Administration and General Directives

- Capital investments will be made in improvements that will reduce long term costs, rather than to “save (short term) cost at all costs”
- Technology will be safe, maintained and improved
- Public outreach on District management and administration will be increased
- Financial practices will be solid, safe and audits clean
- The Board of Directors will continue to function as a knowledgeable, functional governance team
- Maintaining a forward thinking, efficient and technology-based records management system is a priority
- Employee and customer safety will be considered in staffing arrangements in the office and in office modifications to provide privacy for work focus and clean work areas

### 2.3 REVENUE ASSUMPTIONS

#### 2.3.1 Administration / General

- Grant/loan revenue is budgeted to offset project costs where funding contracts are in place as of June 2024
- Interest earnings are expected to increase with the District’s investment of funds in CA Class and Mechanics Bank Money Market Accounts.

#### 2.3.2 Water Fund

- [Water Service Charge](#) base and variable rate increases are not reflected in the budget. If the rate increases that are presented in the cost-of-service study are approved, a later budget adjustment to revenue will be made.

#### 2.3.3 Sewer Fund

- [Wastewater \(Sewer\) revenue](#) base and variable rate increases are not reflected in the budget. If the rate increases that are presented in the cost-of-service study are approved, a later budget adjustment to revenue will be made.

#### 2.3.4 Fire Fund

- In 2023 the District and Tuolumne County entered into a cost sharing agreement for a 50/50 split of the cost of utilities and general maintenance for the Groveland Firehouse, which is reviewed and billed quarterly. As of the date of this memo, the recovered costs for the first three quarters of FY24 are \$10,173. This agreement will continue and is considered into the FY24/2025 budget
- Property Tax (normally allocated to Park and Fire Services) is estimated to increase by 4% which is the normal Proposition 13 allowed inflation increase levied by the county. Ninety Two percent (\$1,345,393) of the property tax will be allocated to the Fire fund

#### 2.3.5 Park Fund

- Property Tax (normally allocated to Park and Fire Services) is estimated to increase by 4% which is the normal Proposition 13 allowed inflation increase levied by the county. Eight percent (\$117,667) of the property tax will be allocated to the Park fund

### 2.4 EXPENSE ASSUMPTIONS

#### 2.4.1 Administration & General

- Salary and salary related benefit expenses applied to all services are increased by the 3.6% cost of Living(COLA), and merit salary increases are budgeted for highly performing employees
- Health insurance rates are expected to increase for the second half of FY24 and a 5% estimated increase has been allocated across all service areas
- The Special District Risk Management Authority estimates the property/liability contribution to increase approximately 15% (+\$37,654) due to increased value of scheduled buildings and contents as well as estimates from reinsurance brokers, and a 27% (+\$27,241) increase to the Workers' Compensation contribution based on estimated payroll and other modification rate factors
- CalPERS has increased the employer contribution rate by .07% (+\$482) for Classic employees, and .19% (\$2,402) for PEPRAs employees, and ongoing yearly increases are expected to continue
- Expenses for materials and supplies are expected to increase slightly due to current inflation trends
- Utility expenses and fuel are budgeted to take into consideration current and projected trends
- Hire a consultant for total compensation and benefit study
- Consultant contract for public outreach and social media management will be necessary and continue this fiscal year
- Staffing levels in Operations are down by three positions as of today's memo
- Employee housing expenses have been estimated to include property taxes, dues, and insurances

#### 2.4.2 Water Fund

- Allocations for public outreach materials related to the Water Rate Study
- The addition of pump repairs and replacement line item previously recorded as Capital expenditures as the pumps are expected to be under the capitalization expense limit
- Roll forward of funds from prior year to continue GIS, Map and Easement updates
- Reoccurring repair & maintenance costs

#### 2.4.3 Sewer Fund

- Allocations for public outreach materials related to the Sewer Rate Study
- Reoccurring repair & maintenance costs
- Roll forward of funds from prior year to continue GIS, Map and Easement updates
- Expenses for materials and supplies are expected to increase slightly due to current inflation trends

#### 2.4.4 Fire Fund

- CAL FIRE costs will be budgeted in accordance with the 2023 contract and adjusted based on the estimated State budget which includes a proposed paydown in State post-

retirement liability. It is assumed that the actual amount billed to the District will steadily increase by at least 5% in future years

- A Fire Tax Rate Study will be conducted inhouse with the engagement of outside services for public outreach, education and legal services
- CalPERS estimates a 130% (+\$54,937) increase in Unfunded Accrued Liability (UAL) for Safety, which is expected to increase each year going forward in an effort to pay down the liability. This liability accrued for employees prior to 2012, not the CalFire contract employees
- Reoccurring repair & maintenance costs

#### 2.4.5 Parks Fund

- In FY2022/23 a loan of \$350,000 was secured to fund the 25% local match cost of the Groveland Asset Rehabilitation and Beautification Project. The annual loan payments will total \$43,000 for 10 years.
- The Groveland Asset Rehabilitation and Beautification Project will be completed by December 31<sup>st</sup>, 2024, as per the Clean CA grant requirements, and all associated grant funding will be fully utilized
- Reoccurring repair & maintenance costs
- An Active Transportation Program Grant was awarded for \$5.2 million for the Hetch Hetchy Railroad Trails Project and \$185,000 is being allocated for preliminary engineering which will begin in July

### 3 CAPITAL IMPROVEMENT PROJECTS/PURCHASES

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Each fiscal year, the District budgets for the replacement of vehicles and equipment based on criteria including age, maintenance history and impending breakdowns, criticality of the item and its need/planned use for the year, safety and reliability. Heavy equipment and diesel trucks are required by the California Air Resources Board to be upgraded to current emission standards, or an equipment replacement program implemented; and the most cost effective for the District is to replace the vehicles over time as their upgrade would not be cost effective.

The district also identifies necessary infrastructure replacements and improvements based on maintenance history, life expectancy, changes in state regulations, to extend the life of existing facilities and to improve facilities to increase efficiency, safety, and stabilize or reduce long term cost. Construction capital improvements are typically designed by the district engineer with construction contracts awarded through a competitive bidding process.

These projects have been broken down into three categories, Building and Infrastructure, Equipment, and Technology.

#### **Building and Infrastructure**

##### **Park Improvements**

The District was awarded grant funds for 75% of the cost of the Groveland Asset Rehabilitation and Beautification Project which is located on Mary Laveroni Park and the adjacent 37-acre parcel recently purchased by the District. The project includes expenditures of approximately \$905,875 this FY:

*Waste reduction project infrastructure components:*

- Replacement of an undersized, non-functional public restroom with a new restroom in Mary Laveroni Park, sized appropriately to handle peak usage rates of 300 persons per hour, including site lighting, ADA drinking fountains and heating for winter use.
- Installing eight (8) new, animal resistant trash and recycling receptacles in the park and twelve (12) along the adjacent downtown Main Street.
- Removing approximately 50-80 cubic yards of debris and trash from a GCSD property adjacent to the park allowing this new 37 acres amenity to be opened to the public
- Removing approximately 3,000 square feet of irrigated turf grass reducing potable water consumption by 50,000 gallons per month and saving \$757 per month in water costs

*Pedestrian and mobility improvements include:*

- Construct new walkways and paths connecting and providing handicapped access to the lower park, new restrooms, bus shelter, picnic area and benches to the existing benches and playground area.
- Installation of an information kiosk with wayfinding signage in Mary Laveroni Park, directing pedestrians to the existing and new park recreation amenities and trails, to local downtown connections and the future pedestrian bridge planned to connect the downtown core with the future Hetch Hetchy trail in the natural area adjacent to the park. Installation of interpretive and educational signage regarding the Hetch Hetchy Railroad and Jefferson Mine.
- Constructing a new covered transit shelter and bike facilities in Mary Laveroni Park.

*Park and Community improvements and beautification include:*

- Remove 3,000 square feet of high water using turf and replace with 2000 square feet of drought tolerant California native plantings along walkways and paths, adjacent to the new picnic area, bus shelter and restrooms.
- In partnership with the Yosemite Hwy 120 Chamber of Commerce; Install new planters and benches along Main Street to improve the visitor experience. All furnishing improvements will be on local, publicly controlled property, or with agreements with private property owners. Each receptacle installed on Main Street will be painted by local artists; the purpose of which is to display the mining, California water and railroad history, as well as to depict the Yosemite National Park, National Forest and Sierra Nevada Gateway identity of Groveland. The Chamber will fund the 25% local match portion of these improvements.

**Employee Housing Purchase**

The need for Employee Housing has been an area of concern for management over the last five years and has become very prevalent with the sudden vacancy of three positions. The District has historically had a difficult time recruiting qualified, experienced, and certified staff due to its isolated location and management is concerned at the District's ability to fill any of the vacant positions given the fact that affordable housing is currently non-existent for potential candidates. It is expected that the loan payments will be covered mostly, if not completely by employee rent payments.

**FY 2024/25 Estimated Total - \$700,000**

**Headworks Replacement**

The District purchased and received the replacement headworks screen and roto drums in 2020/21.

The Headworks Replacement Project includes the installation of the new screens/roto drums, replacement of electrical panels/controls, building renovations, and concrete work.

**FY 2024/25 Estimated Total -\$1,359,170**

**Downtown Groveland/BOF Sewer Collection System Rehabilitation Project**

The Sewer Project commenced in FY 2022/23 and consists of sewer line replacement/repair, manhole rehabilitation, and Lift Station wet well upgrades. This project will help reduce odor production, improve operating efficiency and cleaning capabilities, and reduce the potential of SSO.

**FY 2024/25 Estimated Total- \$1,730,273**

**Drought Resiliency Project (8.4M Grant)**

In early October 2021, the California Department of Water Resources (DWR) is preparing to release \$200 million in funding for Drought Relief Projects. The intent of the Drought Relief Grant Program is to provide immediate and near-term financial and technical support to help Urban Water Suppliers survive this and future droughts. The program aims to implement needed resiliency measures and infrastructure improvements for water suppliers. The application is not competitive and is approved on a first come, first serve basis to water providers with projects meeting specified requirements.

Staff worked with our District Engineer to identify water system/water supply threats in an extended drought, and has identified the following priority projects that address multiple needs and benefits:

- At PML:
  - New Water Intake (Pumping Facilities) at Dunn Ct. to be able to safely and reliably reach water of acceptable quantity and quality when levels in the lake are low, and
  - New permanent location for the AWS water treatment plant to be more reliable and less costly to operate, as well as able to operate year round in a safe and efficient manner to produce water from PML during Hetch Hetchy Tunnel supply interruptions.
  
- In Big Oak Flat and Tank 5 Service Area:
  - New Groundwater Well to supply drought and emergency backup water supply to those sections in the Big Oak Flat area
  - New water storage tank to receive the groundwater from the new well and allow for isolation of the system while maintaining water supply for domestic and firefighting use
  - New Water Main (1-mile) to connect Tank 5 to the Big Oak Flat water system; resolving long-standing water quality issues in Tank 5 by increasing demand on the tank while providing water supply redundancy and fire flow capabilities in the service area.
  - New Pressure Reducing Station to control pressure from the new tank

The improvements in the Water System Resiliency Project will allow the District to supply water to its customers during extreme drought conditions and emergency conditions that take the Mountain Tunnel out of service. The location of the new well would be determined during the hydrogeological investigation task. These improvements will allow GCSD to supply water if a tunnel outage occurs due to a drought condition. Enclosed is a draft preliminary project budget for consideration. This is a 100% grant program however the state will run short on funding and when they do, certain project allocations may be offered at a reduced level.

**FY 2024/25 Estimated Total \$6,129,398**

**Water fill station**

The Tuolumne Stanislaus Integrated Regional Water Management Authority was recently awarded grant funds from the Sierra Institute for the Tuolumne Stanislaus DAC Drinking Water Reliability Project. The purpose of the project is to ensure that a reliable source of drinking water is available to those who may not otherwise have access to it in disadvantaged communities. The Tuolumne Stanislaus Integrated Regional Water Management Authority recently offered to the district the opportunity to tap into this larger water reliability project and install a drinking water filling station in the Groveland area. The Groveland Water Fill Station Project includes the design and installation of an automated water station capable of automatically dispensing prepaid amounts of water to fill bottles, jugs, tanks and trucks. The unit includes a reader for prepaid and debit/credit cards. Income qualified persons can receive free water with the cost of the water dispensed reimbursed by OES and other grant sources.

**FY 2024/25 Estimated Total \$67,000**

**CDBG Water System Project**

The Groveland Community Services District (GCSD) Water System Improvement Project proposes to replace water mains and appurtenances in Groveland and Big-Oak Flat. Most of the water distribution mains that supply water to the communities of Groveland and Big Oak Flat are 4” in diameter or smaller and are almost 70 years old. Frequent main breaks occur in these areas causing large amounts of water to be lost, property damage, and back siphon conditions to occur. Backflow and back siphonage of contaminated water caused by water main breaks are a significant risk to the health and safety of the community. Constant water loss is also occurring through small unidentified leaks in the distribution system due to its deteriorated condition. The Groveland and Big Oak Flat systems are currently in a condition where an increase in catastrophic water main failure is occurring, resulting in more frequent, longer water outages

Funding applications for the project were submitted to the state in 2016, however the project has not been funded due to it being a low state priority and the new income survey conducted by the state that resulted in a higher than expected median household income, prohibiting the District from receiving some state grant funds. We submitted a funding request to the county in 2019, and now expect a Community Development Block Grant (CDBG) in the amount of \$3.2 million, with work starting in the fall 2024. The work consists of installing 8,377 LF of 8-inch mains to replace portions of the existing water system. System appurtenances include thirty (30) fire hydrants and forty (40) residential water services (public portion only). All the proposed water mains and appurtenances are located within the public right of way. The total estimated cost of the improvements is \$3,267,500.00 and 100% of this cost is covered by CDBG. The project will benefit a total of 915 people across two block groups, of which 685 are low/moderate income (75%) according to census data. GCSD will implement the project under an executed subrecipient agreement with Tuolumne County.

**FY 2024/25 Estimated Total \$ 3,250,754**

**2G WTP On-Site Chlorine Generators (OSG)**

Both treatment Plants use these units to generate chlorine for disinfection. These units take the combination of electricity and salt to make chlorine. All these units have lived well past their life expectancy and have had multiple failures recently. In addition, parts and support for these units have become a problem in the past



few years, and the loss of either one of these units results in a treatment plant being shut down. The water treatment plants cannot produce potable water without the addition of chlorine; therefore failure of these units could result in water shortages or outages. In the 2023/24 fiscal year, this project replaced two on-site chlorine generators: both at the Water Treatment Plants. This fiscal year's budget completes this project started last FY. Both units were purchased and received in FY2024, Big Creek was installed and Second Garrotte WTP will be installed in FY2025 due to Big Creek WTP being down.

**FY 2024/25 Estimated Total - \$7,943**

**Sewer WWTP On-Site Chlorine Generators (OSG)**

Three of the four Treatment Plants use these units to generate chlorine for disinfection. These units take the combination of electricity and salt to make chlorine. This project will replace the on-site chlorine generator at the Wastewater Treatment Plant. This unit has lived well past its life expectancy and has had multiple failures recently. In addition, parts and support for this unit has become a problem in the past few years, and the loss in this unit will result in the treatment plant being shut down, resulting in violation of our state permit and water quality regulations, as well as potential SSO.

**FY 2024/25 Estimated Total - \$145,000**

**Lift Station 2 and 14 Rehab project**

This project will recoat Lift Station 2 and 14 wet wells preserving the aging concrete and reducing infiltration. It will also add a second pump to Lift Station 2 and a new guide rail system. This work will increase access and eliminate the need to go down inside the wet well making routine work safer for employees.

**FY 2024/25 Estimated Total - \$270,583**

**Versa Tube Building**

This building will cover some of our heavy equipment protecting it from harsh elements (rain, snow, sun etc.). The Vac-Con will be the primary piece of equipment stored under this protecting it's pump from freezing and damaging internal parts.

**FY 2024/25 Estimated Total - \$30,000**

**Sludge Drying Bed Rehab**

This project will be a complete rehab of the sand drying bed that is used to store sludge during the winter months. The current system has failed, not allowing sludge to drain and then dry during the summer months. The sludge not draining and drying correctly, which adds additional cost when time to haul off.

**FY 2024/25 Estimated Total \$ 40,000**

**Tank 4 Drainage Project**

This project will correct drainage around Tank 4 site and add a culvert to divert overflow water from private property below Tank 4.

**FY 2024/25 Estimated Total -\$150,000**

### **Airport Water Line Relocation.**

This project will relocate the District 6" water main that was placed outside the granted easement and is interfering with development of the current lot it runs through.

**FY 2024/25 Estimated Total -\$ 38,500**

### **Firehouse Flooring**

This project will replace approximately 1000sf of flooring throughout the Firehouse. The flooring has started to fail from normal day to day use.

**FY 2024/25 Estimated Total \$20,000**

## **Equipment**

### **Truck 3 Replacement**

This truck is a 20-year-old truck that has lived past its life expectancy. This truck is a half-ton service body truck used by the Water and Sewer Treatment Department.

**FY 2024/25 Estimated Total - \$49,085**

### **Truck 17 Replacement**

This truck was a 15-year-old truck and had been out of service frequently with extensive maintenance work performed. This truck is a one-ton service body truck used for water and sewer infrastructure repairs.

**FY 2024/25 Estimated Total -\$95,478**

### **Bob Cat Skid Steer**

This will replace the existing open cab unit with a fully enclosed cab providing additional safety features for employee operations during material handling.

**FY 2024/25 Estimated Total --\$121,000**

### **AWS Standby Generator Repair**

This repair will consist of the replacement of the Generator main stator that has failed. The main stator is what generates power to run equipment during power outages.

**FY 2024/25 Estimated Total -\$62,000**

## **Technology Improvements**

### **New Programable Logic Controllers for 2G WTP**

This project will replace 2 outdated PLCs that have failed multiple times in the last month. These PLCs are no longer available new, and harder to acquire. The new units will bring reliability, security, and availability for years to come.

**FY 2024/25 Estimated Total - \$121,000**

**HACH Spectrophotometer**

This purchase will replace an older unit that is having electronic screen problems. This unit is used for water quality tests during daily labs.

**FY 2024/25 Estimated Total - \$11,500**

## 4 BUDGET IMPLICATIONS AND RELATED ACTIONS

The budget document provides information about the revenue we expect to collect and what expenditures are planned and why, and what they will cost. Many times when we plan a balanced budget, all appears to be in order financially. What the budget assumptions, criteria and figures may not reveal is the answer to questions such as:

1. With the revenue available, are we able to maintain our water and sewer system to industry standards; and if not, what are the short and long term implications in terms of cost, regulatory compliance and service reliability?
  - a. Barring any unforeseen major system malfunctions, this budget as proposed provides adequate funding in terms of personnel and supplies for regulatory compliance in water and wastewater services. We are not adequately staffed to complete preventative maintenance to the level required to maximize the life of our equipment and infrastructure, and we are currently unable to fill three vacant, critical positions.
  - b. Staffing evaluations have concluded that our water and wastewater operations needs to add one certified position, and the maintenance staff needs to be increased by two full-time positions. Management will be evaluating the cost of this staffing, which is needed due to constant vacancies, illnesses, employees being unable to take vacation, and having to be on-call 24x7 too frequently, disrupting work-life balance and causing employees to leave our employment. Adding these three staff would allow for industry-standard preventative maintenance to be performed
  - c. Management is evaluating the development of a construction crew, which is expected to save significant costs in replacement of infrastructure such as fire hydrants, street valves, service lines and sewer laterals, building repairs and major maintenance. The cost of public works construction has increased 30% to 50% in the past few years, and there appears to be no end in sight.
  - d. Due to drastically increasing expenses and flat water revenue, our operating revenue and expenses do not balance and we will be spending \$732,426 of our water fund balance cash to operate and complete the planned improvements. This level of necessary expenditure is not sustainable in the future without additional customers or rate increases.
  - e. Due to drastically increasing expenses and flat sewer revenue, our operating revenue and expenses do not balance and we will be spending \$299,910 of our sewer fund balance cash to operate and complete the planned improvements. This level of necessary expenditure is not sustainable in the future without additional customers or rate increases.
  - f. Constraints on time and funding presents challenges prioritizing annual fire hydrant and water distribution valve inspections which is crucial for ensuring proper working condition and to help mitigate risks to infrastructure.
  - g. Prior to 2018, the District had been operating for over a decade with cost control as a primary goal and in a reactive rather than proactive mode. This mode of operation and

without revenue (rate) increases caused our systems to be financially and operationally unstable. Much of our infrastructure and equipment had been operated well beyond its useful life, resulting in unpredictable costs and reliability. Since 2018 and after rate increases in both water and sewer funds, the District has invested millions annually in infrastructure, equipment and technology upgrades and replacements. The improved systems are operating well and reliability has increased significantly.

- h. Our water and sewer master plans were completed in 2023, which identified the necessary future investments in infrastructure. We have budgeted to complete a financial analysis to determine the water and sewer rates necessary to fund operations and capital improvements into the future. This analysis is underway and should be completed by the end of 2024.
2. Are we spending to simply stay afloat and keep the water and sewer rates as reasonable as we can today, or are we investing toward long term goals and efficiency?
  - a. This budget year, we are continuing our recent trend of investing in long-term improvements and replacements and operating in a more maintenance proactive manner. However, our adopted Capital Improvement Plan (CIP) details the need for annual expenditures averaging \$7.5 million in Water and \$2.5 million in Sewer; and the revenue projected for this budget falls far short of the amount needing to be invested in infrastructure. In addition, it is estimated that by 2030, we will need upwards of \$30 million for the upgrade of our wastewater treatment plant. This upgrade will be required by the state to meet state mandated water quality standards and will not necessarily improve efficiency or reduce operating costs. This huge future financial investment is not contained in our proposed budget or current sewer rates. Unfortunately, it is unknown when the state will update our 1984 wastewater permit, which will result in the plant upgrade mandate.
3. Are we planning in our budgeting for the long-term needs and financial health of the Park and Fire services?
  - a. Last fiscal year, the District secured significant grant funds to improve Mary Laveroni Park, including replacement of the restroom and improvements to reduce water consumption and related cost. The improvements will reduce costs which in turn will free up revenue for maintenance and improvements. The District was also awarded \$4.3 million in grant funding from the Caltrans Active Transportation Program and \$1.1 million from the Congestion Mitigation and Air Quality Improvement Program through the Tuolumne County Transportation Council for the Hetch Hetchy Trail Project. We are planning future park improvements intended to significantly increase revenue, including event facilities and potential RV Park/campground.
  - b. The Fire operating cost exceeds revenue, and we have nearly zero equipment replacement funds. With the failure of Measure V, we are now budgeting to conduct public engagement and evaluate a potential special fire tax to cover the operating deficit and fund equipment replacement.
  - c. We have developed a policy to implement a Community Facilities Districts (CFD) for future large commercial and residential developments to fund the cost of increased staffing and operating costs for fire and park services in the future. We have also established development impact fees for park and fire services which will fund the capital cost of new/expanded equipment and facilities in the future with growth. The CFD will be implemented when a project comes forward, and the Impact Fees will be considered by this Board by August 2024.

Groveland Community Services District  
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	WATER			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	
<b>Beginning Total Cash Balance</b>	4,726,513	4,726,513	3,881,064	
<b>Beginning Restricted Cash Balance</b>	2,052,110	2,052,110	1,866,273	
<b>Beginning Total Unrestricted Cash Balance</b>	2,674,403	2,674,403	2,014,791	
<b>Revenue</b>				
Services Charges	\$ 2,554,267	\$ 2,639,882	\$ 2,584,484	-2%
Fees	\$ 82,550	110,843	86,257	-22%
Taxes	\$ -	-	-	0%
Other Revenue	\$ 110,850	\$ 223,709	\$ 161,754	-28%
<b>TOTAL FUND REVENUE</b>	<b>\$ 2,747,667</b>	<b>\$ 2,974,434</b>	<b>\$ 2,832,495</b>	<b>-5%</b>
<b>Operating Expenses</b>				
Salaries	\$ 759,192	\$ 709,642	\$ 773,836	9%
Benefits	307,125	307,702	304,113	-1%
Retiree Medical	50,000	66,214	69,525	5%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	372,150	394,567	423,236	7%
Outside Services	311,250	164,658	247,445	50%
CAL FIRE (Schedule A)				0%
Other (incl. OPEB, Leases, Cost of Water)	460,462	436,084	502,406	15%
<b>TOTAL FUND EXPENSES</b>	<b>\$ 2,260,179</b>	<b>\$ 2,078,866</b>	<b>\$ 2,320,561</b>	<b>12%</b>
Administrative Cost Allocation	1,192,786	1,048,606	1,244,360	19%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,452,965</b>	<b>\$ 3,127,471</b>	<b>\$ 3,564,921</b>	<b>14%</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ (705,299)</b>	<b>\$ (153,037)</b>	<b>\$ (732,426)</b>	<b>379%</b>
<b>Capital Expenses and Revenue</b>				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(6,734,237)	(513,585)	(10,147,645)	1876%
Capital Outlay (Expenditures on Fixed Assets)	9,140,052	1,299,413	10,454,944	705%
<b>NET CAPITAL EXPENSES</b>	<b>\$ 2,405,815</b>	<b>\$ 785,829</b>	<b>\$ 307,299</b>	<b>-61%</b>
<b>Reserve Set-Aside</b>				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
<b>TOTAL RESERVE SET-ASIDE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENSES (LESS GRANTS)</b>	<b>\$ 5,858,780</b>	<b>\$ 3,913,300</b>	<b>\$ 3,872,221</b>	<b>-1%</b>
<b>Debt Service Expenses and Revenue</b>				
Debt Service Charge Revenue	\$ (607,417)	\$ (607,417)	\$ (611,154)	1%
Debt Service Payments	514,000	514,000	514,000	0%
				0%
<b>NET DEBT SERVICE</b>	<b>\$ (93,417)</b>	<b>\$ (93,417)</b>	<b>\$ (97,154)</b>	<b>1%</b>
<b>GRAND TOTAL EXPENSES NET REVENUE</b>	<b>\$ (3,017,697)</b>	<b>\$ (845,449)</b>	<b>\$ (942,572)</b>	
<b>ENDING TOTAL CASH BALANCE</b>	<b>\$ 1,708,816</b>	<b>\$ 3,881,064</b>	<b>\$ 2,938,492</b>	
<b>ENDING RESTRICTED CASH BALANCE</b>	<b>\$ -</b>	<b>\$ 1,866,273</b>	<b>\$ -</b>	
<b>ENDING TOTAL UNRESTRICTED CASH BALANCE</b>	<b>\$ 1,708,816</b>	<b>\$ 2,014,791</b>	<b>\$ 2,938,492</b>	

Groveland Community Services District  
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	SEWER			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
<b>Beginning Total Cash Balance</b>	2,825,243	2,855,534	2,784,313	
<b>Beginning Restricted Cash Balance</b>	1,128,688	1,079,589	1,077,038	
<b>Beginning Total Unrestricted Cash Balance</b>	1,696,555	1,775,945	1,707,275	
<b>Revenue</b>				
Services Charges	\$ 2,288,026	\$ 2,330,819	\$ 2,325,447	0%
Fees	35,450	34,304	33,250	-3%
Taxes	-	-	-	0%
Other Revenue	115,400	181,030	147,487	-19%
<b>TOTAL FUND REVENUE</b>	<b>\$ 2,438,876</b>	<b>\$ 2,546,153</b>	<b>\$ 2,506,184</b>	<b>-2%</b>
<b>Operating Expenses</b>				
Salaries	\$ 656,108	\$ 607,284	\$ 675,229	11%
Benefits	264,128	274,738	261,536	-5%
Retiree Medical	22,000	25,465	26,738	5%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	236,465	135,807	237,536	75%
Outside Services	182,732	114,416	181,030	58%
CAL FIRE (Schedule A)				0%
Other (incl. OPEB, Leases, Cost of Water)	577,399	574,583	594,657	3%
<b>TOTAL FUND EXPENSES</b>	<b>\$ 1,938,832</b>	<b>\$ 1,732,294</b>	<b>\$ 1,976,726</b>	<b>14%</b>
Administrative Cost Allocation	801,871	698,724	829,369	19%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,740,703</b>	<b>\$ 2,431,018</b>	<b>\$ 2,806,095</b>	<b>15%</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ (301,827)</b>	<b>\$ 115,134</b>	<b>\$ (299,910)</b>	<b>-360%</b>
<b>Capital Expenses and Revenue</b>				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(4,301,884)	(2,600,527)	(1,905,340)	-27%
Capital Outlay (Expenditures on Fixed Assets)	5,731,511	2,714,158	3,974,640	46%
<b>NET CAPITAL EXPENSES</b>	<b>\$ 1,429,627</b>	<b>\$ 113,631</b>	<b>\$ 2,069,300</b>	<b>1721%</b>
<b>Reserve Set-Aside</b>				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
<b>TOTAL RESERVE SET-ASIDE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENSES (LESS GRANTS)</b>	<b>\$ 4,170,330</b>	<b>\$ 2,544,649</b>	<b>\$ 4,875,395</b>	<b>92%</b>
<b>Debt Service Expenses and Revenue</b>				
Debt Service Charge Revenue	\$ (328,354)	\$ (328,354)	\$ (328,599)	0%
Debt Service Payments	297,665	295,240	\$296,210	0%
	105,838	105,838	105,838	0%
<b>NET DEBT SERVICE</b>	<b>\$ 75,149</b>	<b>\$ 72,724</b>	<b>\$ 73,449</b>	<b>1%</b>
<b>GRAND TOTAL EXPENSES NET REVENUE</b>	<b>\$ (1,806,603)</b>	<b>\$ (71,221)</b>	<b>\$ (2,442,659)</b>	
<b>ENDING TOTAL CASH BALANCE</b>	<b>\$ 1,018,640</b>	<b>\$ 2,784,313</b>	<b>\$ 341,653</b>	
<b>ENDING RESTRICTED CASH BALANCE</b>	<b>\$ 1,128,688</b>	<b>\$ 1,077,038</b>	<b>\$ -</b>	
<b>ENDING TOTAL UNRESTRICTED CASH BALANCE</b>	<b>\$ (110,048)</b>	<b>\$ 1,707,275</b>	<b>\$ 341,653</b>	

Groveland Community Services District  
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DISTRICT-WIDE SUMMARY	FIRE			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
<b>Beginning Total Cash Balance</b>	1,082,096	1,146,836	1,283,070	
<b>Beginning Restricted Cash Balance</b>				
<b>Beginning Total Unrestricted Cash Balance</b>	1,082,096	1,146,836	1,283,070	
<b>Revenue</b>				
Services Charges				
Fees				
Taxes	\$ 1,280,616	\$ 1,293,647	\$ 1,345,393	4%
Other Revenue	60,350	57,519	61,644	7%
<b>TOTAL FUND REVENUE</b>	<b>\$ 1,340,966</b>	<b>\$ 1,351,165</b>	<b>\$ 1,407,037</b>	<b>4%</b>
<b>Operating Expenses</b>				
Salaries	\$ 73,631	\$ 21,945	\$ 72,946	232%
Benefits	30,713	24,375	30,412	25%
Retiree Medical	2,200	1,656	1,700	3%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	74,500	104,739	97,020	-7%
Outside Services	-	-	-	0%
CAL FIRE (Schedule A)	1,228,400	1,076,529	1,435,548	33%
Other (incl. OPEB, Leases, Cost of Water)	131,080	70,608	185,422	163%
<b>TOTAL FUND EXPENSES</b>	<b>\$ 1,540,524</b>	<b>\$ 1,299,852</b>	<b>\$ 1,823,048</b>	<b>40%</b>
Administrative Cost Allocation	113,604	99,337	117,411	18%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,654,128</b>	<b>\$ 1,399,189</b>	<b>\$ 1,940,458</b>	<b>39%</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ (313,162)</b>	<b>\$ (48,024)</b>	<b>\$ (533,421)</b>	<b>1011%</b>
<b>Capital Expenses and Revenue</b>				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(425,040)	(375,918)	(118,809)	
Capital Outlay (Expenditures on Fixed Assets)	\$ 191,633	\$ 191,660	\$ 63,728	
<b>NET CAPITAL EXPENSES</b>	<b>\$ (233,407)</b>	<b>\$ (184,258)</b>	<b>\$ (55,081)</b>	<b>-70%</b>
<b>Reserve Set-Aside</b>				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
<b>TOTAL RESERVE SET-ASIDE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENSES (LESS GRANTS)</b>	<b>\$ 1,420,721</b>	<b>\$ 1,214,932</b>	<b>\$ 1,885,378</b>	<b>55%</b>
<b>Debt Service Expenses and Revenue</b>				
Debt Service Charge Revenue				
Debt Service Payments				
<b>NET DEBT SERVICE</b>				
<b>GRAND TOTAL EXPENSES NET REVENUE</b>	<b>\$ (79,755)</b>	<b>\$ 136,234</b>	<b>\$ (478,341)</b>	
<b>ENDING TOTAL CASH BALANCE</b>	<b>\$ 1,002,341</b>	<b>\$ 1,283,070</b>	<b>\$ 804,729</b>	
<b>ENDING RESTRICTED CASH BALANCE</b>				
<b>ENDING TOTAL UNRESTRICTED CASH BALANCE</b>	<b>\$ 1,002,341</b>	<b>\$ 1,283,070</b>	<b>\$ 804,729</b>	

Groveland Community Services District  
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	PARKS			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
<b>Beginning Total Cash Balance</b>	191,782	620,349	546,294	
<b>Beginning Restricted Cash Balance</b>		259,650	217,210	
<b>Beginning Total Unrestricted Cash Balance</b>	191,782	360,699	329,084	
<b>Revenue</b>				
Services Charges				
Fees	\$ 3,250	\$ 5,373	\$ 6,850	27%
Taxes	111,359	113,141	117,667	4%
Other Revenue	70,100	84,131	73,437	-13%
<b>TOTAL FUND REVENUE</b>	<b>\$ 184,709</b>	<b>\$ 202,645</b>	<b>\$ 197,954</b>	<b>-2%</b>
<b>Operating Expenses</b>				
Salaries	\$ 29,452	\$ 29,792	\$ 29,180	-2%
Benefits	12,285	12,806	12,165	-5%
Retiree Medical	-	-	-	0%
Admin Operating Expense				
Equip, Auto, Maint., & Repairs	21,600	10,571	17,385	64%
Outside Services	-	-	-	0%
CAL FIRE (Schedule A)	-	-	-	0%
Other (incl. OPEB, Leases, Cost of Water)	109,474	156,938	111,245	-29%
<b>TOTAL FUND EXPENSES</b>	<b>\$ 172,811</b>	<b>\$ 210,108</b>	<b>\$ 169,976</b>	<b>-19%</b>
Administrative Cost Allocation	25,321	18,122	21,599	19%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 198,132</b>	<b>\$ 228,229</b>	<b>\$ 191,575</b>	<b>-16%</b>
<b>TOTAL OPERATING BALANCE</b>	<b>\$ (13,423)</b>	<b>\$ (25,584)</b>	<b>\$ 6,379</b>	<b>-125%</b>
<b>Capital Expenses and Revenue</b>				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)	(555,101)	(263,960)	(750,665)	184%
Capital Outlay (Expenditures on Fixed Assets)	\$ 724,896	\$ 312,431	\$ 1,099,621	252%
<b>NET CAPITAL EXPENSES</b>	<b>\$ 169,795</b>	<b>\$ 48,471</b>	<b>\$ 348,956</b>	<b>620%</b>
<b>Reserve Set-Aside</b>				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	0
<b>TOTAL RESERVE SET-ASIDE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES (LESS GRANTS)</b>	<b>\$ 367,927</b>	<b>\$ 276,700</b>	<b>\$ 540,530</b>	<b>95%</b>
<b>Debt Service Expenses and Revenue</b>				
Debt Service Charge Revenue				
Debt Service Payments				
<b>NET DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL EXPENSES NET REVENUE</b>	<b>\$ (183,218)</b>	<b>\$ (74,055)</b>	<b>\$ (342,576)</b>	
<b>ENDING TOTAL CASH BALANCE</b>	<b>\$ 8,564</b>	<b>\$ 546,294</b>	<b>\$ 203,717</b>	
<b>ENDING RESTRICTED CASH BALANCE</b>		<b>\$ 217,210</b>	<b>\$ -</b>	
<b>ENDING TOTAL UNRESTRICTED CASH BALANCE</b>	<b>\$ 8,564</b>	<b>\$ 329,084</b>	<b>\$ 203,717</b>	



Groveland Community Services District  
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	ADMIN			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
Beginning Total Cash Balance				
Beginning Restricted Cash Balance				
Beginning Total Unrestricted Cash Balance				
<b>Revenue</b>				
Services Charges				
Fees				
Taxes				
Other Revenue				
<b>TOTAL FUND REVENUE</b>	-	-	-	
<b>Operating Expenses</b>				
Salaries	\$ 751,799	\$ 667,788	\$ 811,051	21%
Benefits	250,962	262,306	280,607	7%
Retiree Medical				
Admin Operating Expense	556,042	502,115	562,983	12%
Equip, Auto, Maint., & Repairs				
Outside Services	321,450	201,137	254,500	27%
CAL FIRE (Schedule A)				
Other (incl. OPEB, Leases, Cost of Water)	253,329	231,442	303,597	31%
<b>TOTAL FUND EXPENSES</b>	<b>\$ 2,133,582</b>	<b>\$ 1,864,789</b>	<b>\$ 2,212,738</b>	<b>19%</b>
Administrative Cost Allocation	2,133,582	1,864,789	2,212,738	19%
<b>TOTAL OPERATING EXPENSES</b>				
<b>TOTAL OPERATING BALANCE</b>				
<b>Capital Expenses and Revenue</b>				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)				
<b>NET CAPITAL EXPENSES</b>				
<b>Reserve Set-Aside</b>				
Reserve for Capital Outlay				
<b>TOTAL RESERVE SET-ASIDE</b>				
<b>TOTAL EXPENSES (LESS GRANTS)</b>				
<b>Debt Service Expenses and Revenue</b>				
Debt Service Charge Revenue				
Debt Service Payments				
<b>NET DEBT SERVICE</b>				
<b>GRAND TOTAL EXPENSES NET REVENUE</b>				
<b>ENDING TOTAL CASH BALANCE</b>				
<b>ENDING RESTRICTED CASH BALANCE</b>				
<b>ENDING TOTAL UNRESTRICTED CASH BALANCE</b>				

Groveland Community Services District  
FY 2024/25  
Final Budget  
WATER-REVENUE

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Service Charges</b>						
Fixed Charges	1,654,119	1,659,183	1,650,064	(9,119)	-1%	
Variable Charges	900,148	980,699	934,420	(46,279)	-5%	
<b>TOTAL SERVICE CHARGES</b>	<b>2,554,267</b>	<b>2,639,882</b>	<b>2,584,484</b>	<b>(55,398)</b>		
<b>Fees</b>						
Participation Fees	10,000	20,538	11,000	(9,538)	-46%	10% Increase from PY Budget - Variable
Other Water Sales	10,000	17,639	11,000	(6,639)	-38%	10% Increase from PY Budget - Variable
Disconnection Fees	3,000	3,450	3,150	(300)	-9%	Variable
Unlock Meter Fee	200	53	40	(13)	-25%	Same as PY Budget
Meters	350	2,500	1,000	(1,500)	-60%	Variable
Meter Test	-	2,480	500	(1,980)	-80%	Variable
Backflow Installation	-	1,507	500	(1,007)	-67%	Variable
Backflow Testing/Installations	4,000	6,467	4,400	(2,067)	-32%	10% Increase from PY Budget - Variable
Water Service App Fee	-	320	240	(80)	-25%	Variable
Account Transfer Fee	7,500	8,920	9,277	357	4%	4% Property Tax Increase
Returned Check Fee	500	933	500	(433)	-46%	Same as PY Budget
Misc. Admin Fees	5,000	6,973	5,500	(1,473)	-21%	10% Increase from PY Budget
Late Pay Penalty	40,000	36,898	37,000	102	0%	
Interest .5% Late Penalty (UB)	2,000	2,164	2,150	(14)	-1%	
Other Operating Income	-	-	-	-		
<b>TOTAL FEES</b>	<b>82,550</b>	<b>110,843</b>	<b>86,257</b>	<b>(24,586)</b>		
<b>Grant Revenue</b>						
Federal Grant Revenue	-	-	-	-		
State Grant Revenue	-	-	-	-		
Big Creek-2G Clearwell, Butler Way Bypass	466,998	462,670	-	(462,670)		Grant completed
2022 Groveland Drought Resil (DWR)	2,892,462	-	6,348,634	6,348,634		Remainder of grant funds
Big Creek Emer. Generator-IRWMP/DWR	-	10,779	-	(10,779)		Grant Completed
IRWMP Water Fill Stn Grant Rev	-	10,489	139,511	129,022		Remainder of grant funds
CDBG-Groveland/BOF Water System Rehab	3,267,500	-	3,267,500	3,267,500		Roll forward from FY24
Municipal Vehicle Loan Reimbursement	107,277	29,647	-	-		
Employee Housing Home Loan	-	-	392,000	-		
<b>TOTAL GRANT AND LOAN REVENUE</b>	<b>6,734,237</b>	<b>513,585</b>	<b>10,147,645</b>	<b>9,271,707</b>		
<b>Other Non-Operating Revenue</b>						
Non operating Income	-	64,567	30,600	(33,967)	-53%	Estimated for the sale of fixed assets
Expense Refunds	500	16,216	500	(15,716)	-97%	Variable
Interest Earned-LAIF	350	629	654	25	4%	
Interest Earned-Mechanics	60,000	57,838	25,000	(32,838)	-57%	Funds transferred to CA Class
Interest Earned CA Class	50,000	84,458	105,000	20,542	24%	Funds transferred from Mechanics Bank
<b>TOTAL NON-OPERATING REVENUE</b>	<b>110,850</b>	<b>223,709</b>	<b>161,754</b>	<b>(61,954)</b>		
<b>WATER REVENUE LESS GRANTS</b>	<b>2,747,667</b>	<b>2,974,434</b>	<b>2,832,495</b>	<b>(141,939)</b>	<b>-5%</b>	
<b>TOTAL WATER REVENUE</b>	<b>9,481,904</b>	<b>3,488,019</b>	<b>12,980,140</b>	<b>9,129,769</b>	<b>272%</b>	

Groveland Community Services District  
FY 2024/25  
Final Budget  
WATER-EXPENSES

BUDGET ITEM	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
<b>Salaries</b>						
Regular Time	599,903	550,939	592,977	42,038	8%	Step increases and COLA
Overtime	36,195	34,392	35,827	1,435	4%	
On Call	22,880	23,460	22,880	(580)	-2%	
Admin Leave	1,331	1,664	1,379	(286)	-17%	
Vacation Leave	32,170	23,446	34,949	11,503	49%	
Sick Leave	29,298	22,681	28,981	6,300	28%	
Holiday Pay	37,415	30,198	35,343	5,145	17%	
Misc. Pay/Flex/Bereave/Jury		22,861	21,500	(1,361)	-6%	
<b>TOTAL SALARIES</b>	<b>759,192</b>	<b>709,642</b>	<b>773,836</b>	<b>64,195</b>		
<b>Benefits</b>						
CalPERS Retirement	65,027	64,751	64,461	(290)	0%	Step increases and COLA
FICA	40,932	43,998	39,021	(4,977)	-11%	
Medicare	9,573	10,290	9,442	(848)	-8%	
SUI	1,208	1,281	1,225	(56)	-4%	
Workers Comp	37,100	31,325	46,496	15,171	48%	
Health/Vision/Dental Insurance	153,286	156,057	143,466	(12,591)	-8%	
<b>TOTAL BENEFITS</b>	<b>307,125</b>	<b>307,702</b>	<b>304,113</b>	<b>(3,590)</b>		
<b>Retiree Medical</b>						
Retiree Medical	50,000	66,214	69,525	3,311	5%	Estimated increase for calendar year 2025
<b>TOTAL RETIREE MEDICAL</b>	<b>50,000</b>	<b>66,214</b>	<b>69,525</b>	<b>3,311</b>		
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>						
Fuel	45,400	51,141	53,698	2,557	5%	Fluctuations in fuel prices and multiple power outages
Water Meters	10,000	21,054	25,000	3,946	19%	Increasing cell based meters throughout the district.
Uniform/Clothing	16,500	12,374	16,500	4,126	33%	Kept last FY budget amount
Tools/Equipment	15,000	8,000	11,000	3,000	38%	Reduced last FY budget amount
Pump Repair & Replacement			40,000	40,000		Moved from Capital - Each pump is under capital amount
Repair & Maintenance-General	35,750	19,946	33,200	13,254	66%	Reduced last FY budget amount
Repair & Maintenance-Vehicles	22,000	19,342	22,000	2,658	14%	Kept last FY budget amount
Repair & Maint. -Trans/Distribution	71,500	62,040	66,500	4,460	7%	
Repair & Maintenance- Treatment	50,000	36,292	37,380	1,088	3%	
Repair & Maint - Asphalt Patching	33,000	64,394	40,000	(24,394)	-38%	;
Repair & Maintenance- Equipment	50,000	83,722	57,950	(25,772)	-31%	Increased last FY budget amount. FY24 budget overage due to large uncommon equipment
Water Tank Cleaning	8,000	3,461	6,000	2,539	73%	Reduced last FY budget amount
Safety Supplies	15,000	12,801	14,008	1,207	9%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>372,150</b>	<b>394,567</b>	<b>423,236</b>	<b>28,669</b>		
<b>Outside Services</b>						
Computer Hardware/Equipment	22,000	10,422	22,000	11,578	111%	Kept last FY budget amount
Subscriptions/Memberships	21,250	8,884	14,000	5,116	58%	Ongoing expense - reduced last FY budget amount
Programming	42,000	14,634	30,000	15,366	105%	Ongoing expense - reduced last FY budget amount
Janitorial Services & Supplies	16,500	16,277	18,150	1,873	12%	Increased last FY budget amount 10%

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 WATER-EXPENSES

BUDGET ITEM	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
Lab Testing-Water	40,000	24,850	36,500	11,650	47%	Reduced last FY budget amount
Property Clearing/Fuels Reduction	30,000	18,408	30,000	11,592	63%	Ongoing expense
General Engineering	22,000	20,184	23,100	2,916	14%	Ongoing expense
Engineering-Regulatory	20,000	8,408	15,000	6,593	78%	Reduced last FY budget amount
GIS / Map / Easements Updates	45,500	10,728	45,500	34,772	324%	Plan to update more maps and easements this FY
Safety Prog Assessment & Update	20,000	2,586	10,020	7,434	287%	Ongoing expense - reduced last FY budget amount
Water Rate Study	32,000	29,277	3,175	(26,102)	-89%	Outreach Materials per Board Resolution 12-2023
<b>TOTAL OUTSIDE SERVICES</b>	<b>311,250</b>	<b>164,658</b>	<b>247,445</b>	<b>82,787</b>		
<b>Cost of Water</b>						
SFPUC	144,734	111,455	144,734	33,279	30%	Kept last FY budget amount - CY had lower costs due to tunnel shutdown
Tunnel Shutdown Related Costs	21,607	14,364	21,607	7,243	50%	Kept last FY budget amount
<b>TOTAL COST OF WATER</b>	<b>166,341</b>	<b>125,819</b>	<b>166,341</b>	<b>40,522</b>		
<b>Other</b>						
Training, Conferences & Travel	15,000	14,767	16,250	1,483	10%	Ongoing expense
Permits & Licenses	12,100	11,573	12,730	1,157	10%	Ongoing expense
Employee Certification	2,500	1,527	1,679	152	10%	Ongoing expense
Employee Medical Testing	5,700	4,753	5,229	476	10%	Ongoing expense
Chemicals	38,500	37,996	41,795	3,799	10%	Ongoing expense
Utilities	168,000	187,328	206,061	18,733	10%	Ongoing expense
Municipal Vehicle Loan	47,321	47,321	47,321	0	0%	Per Loan Payment Agreement
<b>TOTAL OTHER</b>	<b>289,121</b>	<b>305,265</b>	<b>331,065</b>	<b>25,800</b>		
<b>Lease Expense</b>						
Alternative Water Supply (AWS)	5,000	5,000	5,000	-	0%	
<b>TOTAL LEASE EXPENSE</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>0%</b>	
<b>TOTAL WATER EXPENSES</b>	<b>2,260,179</b>	<b>2,078,866</b>	<b>2,320,561</b>	<b>241,694</b>		
Admin Allocation Transfer Out	1,192,786	1,048,606	1,244,360	195,755	19%	
<b>TOTAL WATER WITH ADMIN</b>	<b>3,452,965</b>	<b>3,127,471</b>	<b>3,564,921</b>	<b>437,449</b>		
<b>Capital Outlay</b>						
See Capital Outlay Sheet	9,140,052	1,299,413	10,454,944	9,155,531	705%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>9,140,052</b>	<b>1,299,413</b>	<b>10,454,944</b>	<b>9,155,531</b>		
<b>Reserve Set-Aside</b>						
Annual Fund Reserve Set-Aside	-	-	-	-	-	
<b>TOTAL RESERVE SET-ASIDE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL WITH CAPITAL</b>	<b>12,593,017</b>	<b>4,426,885</b>	<b>14,019,866</b>	<b>9,592,980</b>		

Groveland Community Services District

FY 2024/25

Final Budget

SEWER-REVENUE

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Service Charges</b>						
Fixed Charges	1,772,381	1,775,227	1,777,191	1,964	0%	
Variable Charges	515,645	555,592	548,256	(7,336)	-1%	
<b>TOTAL SERVICE CHARGES</b>	<b>2,288,026</b>	<b>2,330,819</b>	<b>2,325,447</b>	<b>(5,372)</b>		
<b>Fees</b>						
Sewer Connections	14,250	9,333	10,000	667	7%	Variable
Interest .5% Late Fee	1,200	1,250	1,250	0	0%	
Late Pay Penalty	20,000	23,721	22,000	(1,721)	-7%	10% Increase from PY Budget - Variable
<b>TOTAL FEES</b>	<b>35,450</b>	<b>34,304</b>	<b>33,250</b>	<b>(1,054)</b>		
<b>Grant and Loan Revenue</b>						
SWRCB Grant/Loan for Collection System Project	4,179,089	2,539,748	1,639,340	(900,408)		Remainder of grant funds
WWTP Emergency Gen. IWRMP/DWR	-	10,779	-	(10,779)		Grant Completed
Office/WWTP Emergency Gen. USDA	50,000	50,000	-	(50,000)		Grant Completed
Employee Housing Home Loan	-	-	266,000			
<b>SUBTOTAL GRANT AND LOAN REVENUE</b>	<b>4,301,884</b>	<b>2,600,527</b>	<b>1,905,340</b>	<b>(961,187)</b>		
<b>Other Non-Operating Revenue</b>						
Interest Earned LAIF	400	685	712	27	4%	
Interest Earned Mechanics Bank	70,000	52,487	40,000	(12,487)	-24%	Funds transferred to CA Class
Interest Earned-CA Class	45,000	74,054	91,875	17,821	24%	Funds transferred from Mechanics Bank
Expense Refunds		19,416	500	(18,916)	-97%	Variable
Other Non Operating Income		34,388	14,400	(19,988)	-58%	Estimated for the sale of fixed assets
<b>TOTAL NON-OPERATING REVENUE</b>	<b>115,400</b>	<b>181,030</b>	<b>147,487</b>	<b>(33,542)</b>		
<b>TOTAL SEWER REVENUE LESS GRANTS</b>	<b>2,438,876</b>	<b>2,546,153</b>	<b>2,506,184</b>	<b>(100,747)</b>	<b>-2%</b>	
<b>TOTAL SEWER REVENUE</b>	<b>6,740,760</b>	<b>5,146,679</b>	<b>4,411,524</b>	<b>(1,001,155)</b>	<b>-14%</b>	

Groveland Community Services District  
FY 2024/25  
Final Budget  
SEWER EXPENSES

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Salaries</b>						
Regular Time	515,917	468,743	509,960	41,217	9%	Step increases and COLA
Overtime/Comp	31,127	30,431	35,827	5,396	18%	
On Call	22,880	23,460	22,880	(580)	-2%	
Admin Leave	1,145	1,130	1,186	56	5%	
Vacation Leave	27,667	19,006	30,056	11,050	58%	
Sick Leave	25,196	18,516	24,924	6,408	35%	
Holiday Pay	32,177	25,923	30,395	4,472	17%	
Misc. Pay/Flex/Bereave/Jury		20,076	20,000	(76)	0%	
<b>TOTAL SALARIES</b>	<b>656,108</b>	<b>607,284</b>	<b>675,229</b>	<b>67,944</b>		
<b>Benefits</b>						
CalPERS Retirement	55,923	55,633	55,437	(196)	0%	Step increases and COLA
FICA	35,202	37,652	33,558	(4,094)	-11%	
Medicare	8,233	8,806	8,120	(685)	-8%	
SUI	1,038	1,094	1,054	(40)	-4%	
Workers Comp	31,906	26,940	39,987	13,047	48%	
Health/Vision/Dental Insurance	131,826	144,615	123,381	(21,234)	-15%	
<b>TOTAL BENEFITS</b>	<b>264,128</b>	<b>274,738</b>	<b>261,536</b>	<b>(13,202)</b>		
<b>Retiree Medical</b>						
Retiree Medical	22,000	25,465	26,738	1,273	5%	Estimated increase for calendar year 2025
<b>TOTAL RETIREE MEDICAL</b>	<b>22,000</b>	<b>25,465</b>	<b>26,738</b>	<b>1,273</b>		
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>						
Fuel	25,000	23,337	25,670	2,333	10%	
Uniform/Clothing	5,050	5,805	6,385	580	10%	
Tools/Equipment	6,315	3,038	5,000	1,962	65%	Reduced last FY budget amount
Pump Repair & Replacement		-	30,000	30,000		Moved from Capital - Each pump is under capital amount
Repair & Maintenance-General	15,050	17,196	18,870	1,674	10%	Ongoing expense
Repair & Maintenance-Vehicles	13,750	8,521	13,750	5,229	61%	Kept previous FY budget amount
Repair & Maint. -Trans/Collections	75,600	14,710	41,000	26,290	179%	Reduced last FY budget amount
Repair & Maintenance- Treatment	24,750	20,113	24,750	4,637	23%	Kept previous FY budget amount
Repair & Maint.-Asphalt Patching	25,000	-	25,000	25,000		Ongoing expense
Repair & Maintenance- Equipment	41,250	37,647	41,411	3,764	10%	
Safety Supplies	4,700	5,441	5,700	259	5%	
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>236,465</b>	<b>135,807</b>	<b>237,536</b>	<b>101,729</b>		
<b>Outside Services</b>						
Computer Hardware/Equipment	6,182	4,331	8,835	4,505	104%	Ongoing expense
Subscriptions/Memberships	18,500	19,659	20,350	691	4%	
Programming	12,800	16,269	17,082	813	5%	

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 SEWER EXPENSES

BUDGET ITEM	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
Janitorial Service & Supplies	7,150	7,614	7,995	381	5%	
Lab Testing	16,600	16,755	17,593	838	5%	
Groundwater Monitoring	4,000	-	-	-		Reclassified to Engineering-Regulatory line
Fire Reduction / Fire Safety	15,000	9,684	15,000	5,316	55%	Ongoing expense
Annual Collections System Camera Insp.	20,000	5,600	40,000	34,400	614%	Ongoing expense, SSMP Requirement
Biosolids Disposal	10,000	10,000	10,500	500	5%	
General Engineering	10,500	7,921	10,500	2,579	33%	Kept previous FY budget amount
Engineering-Regulatory	10,000	6,500	10,000	3,500	54%	Kept previous FY budget amount
Sewer Rate Study	32,000		3,175	3,175		Outreach Materials per Board Resolution 12-2023
GIS / Map / Easements Updates	15,000	8,019	15,000	6,981	87%	Plan to update more maps and easements this FY
Safety Program Assessment and Update	5,000	2,064	5,000	2,936	142%	Ongoing expense
<b>TOTAL OUTSIDE SERVICES</b>	<b>182,732</b>	<b>114,416</b>	<b>181,030</b>	<b>66,614</b>		
<b>Other</b>						
Training, Conferences & Travel	16,500	10,915	16,500	5,585	51%	Kept previous FY budget amount
Permits & Licenses	47,650	43,622	47,984	4,362	10%	
Employee Certification	3,000	2,535	3,000	465	18%	Kept previous FY budget amount
Employee Medical Testing	2,600	2,331	2,600	269	12%	Kept previous FY budget amount
Chemicals/Odor Control	26,750	38,250	35,060	(3,190)	-8%	Incr last FY budget amount. Over budget due to unexpected OSG failure
Utilities	172,250	168,279	180,863	12,584	7%	
Capital One Sewer Improvement Loan	105,838	105,838	105,838	-	0%	Per Loan Payment Agreement
Municipal Vehicle Loan	202,811	202,812	202,812	-	0%	Per Loan Payment Agreement
<b>TOTAL OTHER</b>	<b>577,399</b>	<b>574,583</b>	<b>594,657</b>	<b>20,074</b>		
<b>TOTAL SEWER EXPENSES</b>	<b>1,938,832</b>	<b>1,732,294</b>	<b>1,976,726</b>	<b>244,433</b>		
Admin Allocation Transfer Out	801,871	698,724	829,369	130,644	19%	
<b>TOTAL SEWER WITH ADMIN</b>	<b>2,740,703</b>	<b>2,431,018</b>	<b>2,806,095</b>	<b>375,077</b>		
<b>Capital Outlay</b>						
See Capital Outlay Sheet	5,731,511	2,714,158	3,974,640	1,260,482	46%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>5,731,511</b>	<b>2,714,158</b>	<b>3,974,640</b>	<b>1,260,482</b>		
<b>Reserve Set-Aside</b>						
Annual Fund Reserve Set-Aside				-		
<b>TOTAL RESERVE SET-ASIDE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>GRAND TOTAL WITH CAPITAL</b>	<b>8,472,214</b>	<b>5,145,176</b>	<b>6,780,735</b>	<b>1,635,559</b>		

Groveland Community Services District  
FY 2024/25  
Final Budget  
FIRE-REVENUE

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	23/24 Year to Date	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Taxes</b>						
General Property Tax	765,601	1,293,647	1,345,393	51,746	4%	4% estimated increase per Tuolumne County Auditor
<b>TOTAL TAXES</b>	<b>765,601</b>	<b>1,293,647</b>	<b>1,345,393</b>	<b>51,746</b>		
<b>Variable Revenue</b>						
Equipment Use Rental	-	5,000	5,000	-	0%	
T.C. Expense Reimb	7,017	14,760	15,500	740	5%	Tuolumne County 50/50 Firehouse cost sharing agreement -5% increase to account for utilities
<b>TOTAL VARIABLE REVENUE</b>	<b>7,017</b>	<b>19,760</b>	<b>20,500</b>	<b>740</b>		
<b>Grant and Loan Revenue</b>						
Federal/State Revenue	7,498	7,498	-	-	-100%	Variable
Misc. Revenues	1,536	1,536	-	-	-100%	Variable
CERT Revenue	4,000	-	4,000	4,000		Variable
GCSO Infrastructure Fuel Reduction	325,653	325,653	79,809	(245,844)	-75%	Remainder of grant funds
Expense Refunds - Cal Fire Ref	41,231	41,231	-	(41,231)	-100%	Variable
Employee Housing Home Loan	-	-	35,000			
<b>TOTAL GRANT AND LOAN REVENUE</b>	<b>379,917</b>	<b>375,918</b>	<b>118,809</b>	<b>(283,075)</b>		
<b>Other Non-Operating Revenue</b>						
Non Operating Income	\$ -	\$ -	\$ -	-		
Interest Earned -LAIF	\$ 104	\$ 139	\$ 144	6	4%	
Interest Earned -Mechanics Bank	\$ 20,187	\$ 26,916	\$ 20,000	(6,916)	-26%	Funds transferred to CA Class
Interest Income - CA Class	\$ 8,027	\$ 10,703	\$ 21,000	10,297	96%	Funds transferred from Mechanics Bank
<b>TOTAL NON-OPERATING REVENUE</b>	<b>28,319</b>	<b>37,758</b>	<b>41,144</b>	<b>3,386</b>	<b>0</b>	
<b>TOTAL FIRE REVENUE LESS GRANTS</b>	<b>800,936</b>	<b>1,351,165</b>	<b>1,407,037</b>	<b>(227,203)</b>	<b>4%</b>	
<b>TOTAL FIRE REVENUE</b>	<b>1,180,853</b>	<b>1,727,083</b>	<b>1,525,846</b>	<b>(227,203)</b>		



Groveland Community Services District  
FY 2024/25  
Final Budget  
FIRE-EXPENSES

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>CAL FIRE Contract</b>						
Schedule "A" Plan	1,228,400	1,076,529	1,435,548	359,019	33%	Per CAL FIRE estimate
<b>TOTAL CAL FIRE CONTRACTS</b>	<b>1,228,400</b>	<b>1,076,529</b>	<b>1,435,548</b>	<b>359,019</b>		
<b>Salaries</b>						
Regular Time	59,990	20,074	59,298	39,224	195%	Step increases and COLA
Overtime	3,619	-	3,583	3,583		
Vacation Leave	3,217	341	3,495	3,154	925%	
Admin Leave	133	149	138	(11)	-7%	
Sick Leave	2,930	381	2,898	2,517	661%	
Holiday Pay/Misc./PT	3,741	1,000	3,534	2,534	253%	
<b>TOTAL SALARIES</b>	<b>73,631</b>	<b>21,945</b>	<b>72,946</b>	<b>51,000</b>		
<b>Benefits</b>						
CalPERS Retirement	6,503	2,667	6,446	3,779	142%	Step increases and COLA
FICA	4,093	1,409	3,902	2,493	177%	
Medicare	957	329	944	615	187%	
SUI	121	21	123	101	475%	
Workers Comp	3,710	3,133	4,650	1,517	48%	
Health/Vision/Dental Insurance	15,329	16,816	14,347	(2,469)	-15%	
<b>TOTAL BENEFITS</b>	<b>30,713</b>	<b>24,375</b>	<b>30,412</b>	<b>6,036</b>		
<b>Retiree Medical</b>						
Retiree Medical	2,200	1,656	1,700	44	3%	
<b>TOTAL RETIREE MEDICAL</b>	<b>2,200</b>	<b>1,656</b>	<b>1,700</b>	<b>44</b>		
<b>Unfunded Pension Liability</b>						
Unfunded Pension Liability	43,585	42,175	97,112	54,937	130%	Per CalPERS estimate
<b>TOTAL UNFUNDED PENSION LIABILITY</b>	<b>43,585</b>	<b>42,175</b>	<b>97,112</b>	<b>54,937</b>		
<b>Equipment, Automotive, Maintenance &amp; Repairs</b>						
Radio Communications	5,000	3,699	5,000	1,301	35%	Kept last FY budget amount
Fuel	16,000	18,224	20,100	1,876	10%	
Protective Clothing/Wildland	8,000	16,036	8,000	(8,036)	-50%	Kept last FY budget amount
Medical Supplies/EMS Equip.	3,500	6,974	7,670	696	10%	Over budget due to unexpected purchase of new AED
Small Tools & Safety Equipment	4,500	30,888	5,000	(25,888)	-84%	Small increase to last PY budget amount
Repair & Maint.-Station General	7,000	7,070	20,000	12,930	183%	Increased budget to match current cost of work due to inflation and fire house west wall repairs
Repair & Maint.-Apparatus	20,000	17,643	20,000	2,357	13%	Kept last FY budget amount
Repair & Maint.- Equipment	3,000	2,283	3,000	717	31%	Kept last FY budget amount
SCBA Equipment	7,500	1,922	8,250	6,328	329%	Equipment is at the age that replacements/repairs will be needed
<b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>	<b>74,500</b>	<b>104,739</b>	<b>97,020</b>	<b>(7,719)</b>		

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 FIRE-EXPENSES

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Other</b>						
Office & Cleaning Supplies	8,000	5,401	8,000	2,599	48%	Kept last FY budget
Fire Prevention Supplies/Events	550	522	575	53	10%	Small increase to last PY budget amount
CERT Expenses	10,000	-	10,000	10,000		Kept last FY budget amount
CERT Supplies / Incidentals		-	800	800		New line item for training supplies
Utilities	26,250	19,825	26,250	6,425	32%	Kept last FY budget
Fire Tax Study	40,000	-	40,000	40,000		Roll funds forward to FY25
Municipal Vehicle Loan	2,685	2,685	2,685	-	0%	Per Loan Payment Agreement
<b>TOTAL OTHER EXPENSE</b>	<b>87,495</b>	<b>28,433</b>	<b>88,310</b>	<b>59,877</b>		
<b>TOTAL FIRE EXPENSES</b>	<b>1,540,524</b>	<b>1,299,852</b>	<b>1,823,048</b>	<b>523,195</b>	<b>40%</b>	
Admin Allocation Transfer Out	113,604	99,337	117,411	18,073	18%	
<b>TOTAL FIRE WITH ADMIN</b>	<b>1,654,128</b>	<b>1,399,189</b>	<b>1,940,458</b>	<b>541,268</b>		
<b>Capital Outlay</b>						
See Capital Outlay Sheet	191,633	191,660	63,728	(127,932)	-67%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>191,633</b>	<b>191,660</b>	<b>63,728</b>	<b>(127,932)</b>		
<b>Reserve Set-Aside</b>						
Annual Fund Reserve Set-Aside				-		
<b>TOTAL RESERVE SET-ASIDE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>GRAND TOTAL WITH CAPITAL</b>	<b>1,845,761</b>	<b>1,590,850</b>	<b>2,004,187</b>	<b>413,336</b>		

Groveland Community Services District  
FY 2024/25  
Final Budget  
PARKS-REVENUE

BUDGET ITEM						Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Year to Date	Calc 3 months	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Taxes</b>								
General Property Tax	111,359	67,224	45,917	113,141	117,667	4,526	4%	4% estimated increase per Tuolumne County Auditor
<b>TOTAL TAXES</b>	<b>111,359</b>	<b>67,224</b>	<b>45,917</b>	<b>113,141</b>	<b>117,667</b>	<b>4,526</b>		
<b>Variable Revenue</b>								
Use Fees	750	1,485	495	1,980	1,950	(30)	-2%	
Dog Park Permit Fees	2,500	2,545	848	3,393	2,800	(593)	-17%	10% increase from PY budget
Expense Refunds	-	-	-	-	-	-		
Movies in the Park Concession Sales					2,100	2,100		New line item - Previously in Donations (Movies in the Park)
<b>TOTAL VARIABLE REVENUE</b>	<b>3,250</b>	<b>4,030</b>	<b>1,343</b>	<b>5,373</b>	<b>6,850</b>	<b>1,477</b>		
<b>Grant and Loan Revenue</b>								
Clean CA Rehab/Beautification Grant	553,185	227,383	6,326	233,709	558,665	324,956	139%	Remainder of grant funds
Hetch Hetchy Railroad Trail Project - ATP Grant					185,000	-		
ATP Grant (TCTC)		-	30,251	30,251	-	-		
Municipal Vehicle Loan Reimbursement	1,916	-	-	-	-	-		
Employee Housing Home Loan	-	-	-	-	7,000	7,000		
<b>TOTAL GRANT AND LOAN REVENUE</b>	<b>555,101</b>	<b>227,383</b>	<b>36,577</b>	<b>263,960</b>	<b>750,665</b>	<b>324,956</b>		
<b>Other Revenue</b>								
Cell Tower Leases	57,000	53,547	4,345	57,892	59,632	1,740	3%	
Non Operating Income	-	965	-	965	100	(865)	-90%	Variable
Interest Earned-LAIF	100	1	4	5	5	(0)	0%	
Interest Earned-Mechanics Bank	10,000	14,289	4,763	19,052	6,500	(12,552)	-66%	Funds transferred to CA Class
Interest Income - CA Class		2,580	860	3,440	6,700	3,260	95%	Funds transferred from Mechanics Bank
Donations (Movies in the Park)	3,000	2,177	600	2,777	500	(2,277)	-82%	Donations only - Added new line item for concession sales
<b>TOTAL OTHER REVENUE</b>	<b>70,100</b>	<b>73,559</b>	<b>10,572</b>	<b>84,131</b>	<b>73,437</b>	<b>(10,693)</b>		
<b>TOTAL PARK REVENUE LESS GRANTS</b>	<b>184,709</b>	<b>144,813</b>	<b>57,832</b>	<b>202,645</b>	<b>197,954</b>	<b>(4,691)</b>	<b>-2%</b>	
<b>TOTAL PARKS REVENUE</b>	<b>739,810</b>	<b>372,196</b>	<b>94,409</b>	<b>466,605</b>	<b>948,619</b>	<b>320,265</b>	<b>103%</b>	

Groveland Community Services District  
FY 2024/25  
Final Budget  
PARKS-EXPENSES

BUDGET ITEM	Projected FYE vs Adopted			\$	%	REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25			
<b>Salaries</b>						
Regular Time	23,996	26,752	23,719	(3,033)	-11%	Step Increases and COLA
Overtime	1,448	176	1,433	1,257	712%	
Vacation Leave	1,287	281	1,398	1,117	397%	
Admin Leave	53	29	55	26	88%	
Sick Leave	1,172	1,096	1,159	63	6%	
Holiday Pay/Misc.	1,497	1,456	1,414	(43)	-3%	
<b>TOTAL SALARIES</b>	<b>29,452</b>	<b>29,792</b>	<b>29,180</b>	<b>(614)</b>		
<b>Benefits</b>						
CalPERS Retirement	2,601	2,422	2,578	156	6%	Step Increases and COLA
FICA	1,637	1,907	1,561	(346)	-18%	
Medicare	383	446	378	(68)	-15%	
SUI	48	51	49	(2)	-4%	
Workers Comp	1,484	1,253	1,860	607	48%	
Health/Vision/Dental Insurance	6,131	6,727	5,739	(988)	-15%	
<b>TOTAL BENEFITS</b>	<b>12,285</b>	<b>12,806</b>	<b>12,165</b>	<b>(642)</b>		
<b>Operating Expense</b>						
Computer Maint/Prog./IT	1000	0	1000	1,000		Kept previous FY budget amount
Dog Park	600	1,344	1,385	41	3%	
Repair & Maintenance	20,000	9,227	15,000	5,773	63%	Reduced previous FY budget amount
<b>TOTAL OPERATING EXPENSE</b>	<b>21,600</b>	<b>10,571</b>	<b>17,385</b>	<b>6,814</b>		
<b>Other</b>						
Utilities	41,700	62,050	45,494	(16,556)	-27%	Increased last FY budget amount. PY over budget due to water leaks with the irrigation system.
Janitorial Services	19,250	15,661	17,227	1,566	10%	Reduced last FY budget amount
Safety Equipment	1,500	2,382	1,500	(882)	-37%	Kept previous FY budget amount
Movies in the Park Expense	3,150	2,720	3,150	430	16%	Kept previous FY budget amount
Park Master Plan	-	-	-	-		Nothing for this year
Grant Application Assistance	-	30,251	-	(30,251)	-100%	This is the amount of the TCTC Grant Funds most likely recv in FY2024
Improv	43,367	43,367	43,367	-	0%	Per Loan Payment Agreement
Municipal Vehicle Loan	507	507	507	-	0%	Per Loan Payment Agreement
<b>TOTAL OTHER EXPENSE</b>	<b>109,474</b>	<b>156,938</b>	<b>111,245</b>	<b>(45,693)</b>		
<b>TOTAL PARK EXPENSES</b>	<b>172,811</b>	<b>210,108</b>	<b>169,976</b>	<b>(40,132)</b>		
Admin Allocation Transfer Out	25,321	18,122	21,599	3,478	19%	

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 PARKS-EXPENSES

BUDGET ITEM				Projected FYE vs Adopted		REASON FOR CHANGE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>TOTAL PARKS WITH ADMIN</b>	198,132	228,229	191,575	(36,654)		
<b>Capital Outlay</b>						
See Capital Outlay Sheet	724,896	312,431	969,621	657,190	210%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>724,896</b>	<b>312,431</b>	<b>969,621</b>	<b>657,190</b>		
<b>Reserve Set-Aside</b>						
Annual Fund Reserve Set-Aside	-			-		
<b>TOTAL RESERVE SET-ASIDE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>TOTAL WITH CAPITAL</b>	<b>923,028</b>	<b>540,660</b>	<b>1,161,195</b>	<b>620,536</b>		

**Groveland Community Services District**  
**FY 2024/25**  
**Final Budget**  
**ADMIN-REVENUE**

BUDGET ITEM				Projected FYE vs Adopted		ALLOCATION OF DISCRETIONARY REVENUE
	Adopted 23/24	23/24 Projected FYE	Proposed 24/25	\$	%	
<b>Other Revenue</b>						
Property Taxes	1,391,975	1,406,788	1,463,060	56,272	4%	4% estimated increase per Tuolumne County Auditor
<b>TOTAL OTHER REVENUE</b>	<b>1,391,975</b>	<b>1,406,788</b>	<b>1,463,060</b>	<b>56,272</b>		

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 ADMIN-EXPENSES

BUDGET ITEM	ADMIN EXPENSES			Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
	23/24 Adopted	23/24 Projected FYE	Proposed 24/25			
<b>Admin/Board Salaries</b>						
Regular Time	623,343	531,952	665,440	133,487	25%	Step increases and COLA
Board Wages	13,230	10,770	13,890	3,120	29%	
Admin Leave	12,512	11,056	13,744	2,688	24%	
On Call	-	-	-	-		
Overtime/Comp	4,760	5,586	5,586	0	0%	
Vacation Leave	31,532	53,914	40,207	(13,708)	-25%	
Sick Leave	30,099	18,369	32,523	14,153	77%	
Holiday Pay/PH/Misc./Flex	36,322	36,140	39,662	3,522	10%	
<b>TOTAL ADMIN/BOARD SALARIES</b>	<b>751,799</b>	<b>667,788</b>	<b>811,051</b>	<b>143,263</b>		
<b>Admin/Board Benefits</b>						
CalPERS Retirement	57,923	55,105	64,651	9,546	17%	Step increases and COLA
FICA	38,191	38,601	42,546	3,946	10%	
Board FICA	820	668	861	193	29%	
Medicare	9,565	9,769	10,225	456	5%	
Board Medicare	192	156	235	79	51%	
SUI	1,251	1,214	1,051	(163)	-13%	
Workers Comp	4,209	3,040	4,698	1,658	55%	Per SDRMA estimate
Board Workers Comp	92	973	974	1	0%	
Health/Vision/Dental Insurance	138,719	152,780	155,366	2,586	2%	
<b>TOTAL ADMIN/BOARD BENEFITS</b>	<b>250,962</b>	<b>262,306</b>	<b>280,607</b>	<b>18,301</b>		
<b>OPEB/Pension Unfunded Liability</b>						
Transfer to OPEB Trust	-	-	-	-		
Pension Unfunded Liability	247,459	225,715	273,823	48,108	21%	Per CalPERS estimate
<b>TOTAL OPEB/PENSION UNFUNDED LIABILITY</b>	<b>247,459</b>	<b>225,715</b>	<b>273,823</b>	<b>48,108</b>		

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 ADMIN-EXPENSES

BUDGET ITEM	ADMIN EXPENSES			Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
<b>Admin Operating Expense</b>						
Bank Fees	2,450	526	2,450	1,924	366%	Kept the same as PY budget @\$205/m
Credit Card Merchant Fees	69,000	64,605	66,545	1,940	3%	
Tax Lien Expense	1,500	612	630	18	3%	
Office Supplies	8,000	4,567	4,710	143	3%	
Memberships (IRWMP/CSDA)	-	3,390	-	-		Moved to Subscriptions/Memberships
LAFCO Fees	5,000	4,789	5,000	211	4%	Kept previous FY budget amount
Computer Hardware/Equipment	15,000	10,341	27,000	16,659	161%	Ongoing expense and planned WIFI upgrade
Subscriptions/Memberships/Internet	78,742	88,275	91,233	2,958	3%	
Office Expense	63,000	30,982	31,917	935	3%	
Training, Conferences, Travel	23,350	18,908	23,350	4,442	23%	Kept previous FY budget amount
District Telephone Services	30,000	24,178	25,035	857	4%	
District General Liability Insurance	260,000	250,942	285,113	34,171	14%	Per SDRMA estimate
<b>TOTAL ADMIN OPERATING EXPENSE</b>	<b>556,042</b>	<b>502,115</b>	<b>562,983</b>	<b>60,868</b>		
<b>Outside Services</b>						
Janitorial Service/Supplies	32,400	32,969	33,965	996	3%	
CPA Services/Annual Audit	64,650	65,350	64,651	(699)	-1%	
Water/Sewer/Capacity Fee Study	40,000	10,387	-	(10,387)		Project completed



Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 ADMIN-EXPENSES

BUDGET ITEM	ADMIN EXPENSES			Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
Impact Mitigation Fee	11,000	-	-	-		
Legal Counsel Services	35,450	18,939	19,525	586	3%	
Actuarial Review (GASB-OPEB)	3,000	1,500	1,500	-	0%	
Organizational and Comp Study	61,750	-	61,751	61,751		Move PY funds forward
Public Relations/Communications	38,200	36,994	38,108	1,114	3%	
Laserfiche Integration	35,000	34,998	35,000	3	0%	
<b>TOTAL OUTSIDE SERVICES</b>	<b>321,450</b>	<b>201,137</b>	<b>254,500</b>	<b>53,363</b>		
<b>Other</b>						
Employee Housing Expense			23,974	23,974		Property Taxes, HOA Dues, Insurance (Fire & Difference in Conditions Policy)
<b>TOTAL Other</b>	<b>-</b>	<b>-</b>	<b>23,974</b>	<b>23,974</b>		
<b>Leases</b>						
Copystar 5550 GE Capital	4,525	4,285	4,411	126	3%	
FP Mail Machine	1,345	1,443	1,389	(54)	-4%	
<b>TOTAL LEASES</b>	<b>5,870</b>	<b>5,727</b>	<b>5,800</b>	<b>73</b>	<b>(0)</b>	
<b>TOTAL ADMIN EXPENSE</b>	<b>2,133,582</b>	<b>1,864,789</b>	<b>2,212,738</b>	<b>347,951</b>	<b>19%</b>	<b>Overall % Change</b>

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 Capital Outlay

FUND SHARE CAPITAL OUTLAY			
CIP Project	Adopted 23/24	23/24 Projected FYE	Preliminary 24/25
Truck #8 Replacement	45,875	43,598	-
Truck 17 replacement	-		95,478
Truck 7 Replacement	80,950	75,516	-
Truck 3 Replacement			49,085
Internet Exchange & Upgrade Project			30,000
Employee Housing - 1 Property			350,000
Employee Housing - 1 Property			350,000
<b>TOTAL FUND SHARE CAPITAL OUTLAY</b>	<b>126,825</b>	<b>119,114</b>	<b>874,563</b>

**Groveland Community Services District  
FY 2024/25  
Final Budget  
Capital Outlay**

<b>WATER CAPITAL OUTLAY</b>			
<b>CIP Project</b>	<b>Adopted 23/24</b>	<b>23/24 Projected FYE</b>	<b>Preliminary 24/25</b>
Downtown Groveland/BOF Water System Rehab Project (CDBG)	3,267,500	16,746	3,250,754
General Water Improvements	40,000	-	40,000
Water Pump Replacements/Repair	25,000	73,914	-
Treatment Plant General Improvements/Replacements	27,500	-	27,500
Big Creek-2G Clearwell, Butler Way Bypass - Grant	466,998	427,698	-
Generator Installations	-	74,992	-
2022 Groveland Drought Resiliency Project (\$8.4M Grant)	4,944,527	219,236	6,129,398
Big Creek WTP Asphalt Rehab	-	86,809	-
New OSG Unit @ Big Creek	66,000	39,713	-
New OSG Unit @ 2G	66,000	39,713	7,943
Chlorine analyzer for WTP x 4	50,000	36,331	-
New (PLCs) Programmable Logic Controllers for WTP	110,000	110,000	121,000
New Enclosed Skid Steer	-	-	38,720
Duramax Flow Meter	-	-	5,874
Admin Parking Lot - 5 yr. Plan	-	24,558	-
Water Fill Station - Grant	-	83,000	67,000
HACH Spectrophotometer	-	-	11,500
Tank 4 Drainage Project	-	-	150,000
Airport Water Line Relocation	-	-	38,500
AWS Generator Repair	-	-	62,000
Versa Tube Building	-	-	15,000
<b>FUND SHARE CAPITAL OUTLAY-56%</b>	<b>76,527</b>	<b>66,704</b>	<b>489,755</b>
<b>TOTAL WATER CAPITAL OUTLAY</b>	<b>9,140,052</b>	<b>1,299,413</b>	<b>10,454,944</b>
<b>TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)</b>	<b>461,027</b>	<b>552,734</b>	<b>1,007,792</b>

Groveland Community Services District  
 FY 2024/25  
 Final Budget  
 Capital Outlay

SEWER CAPITAL OUTLAY			
CIP Project	Adopted 23/24	23/24 Projected FYE	Preliminary 24/25
Downtown Groveland/BOF Sewer Collection Rehab Project	4,179,089	2,448,816	1,730,273
Wastewater Pump Replacements	38,950	4,500	-
WWTP Improvements, Phase 2-Headworks, LS2, Irrigation, Sludge Pum	1,297,000	2,552	1,359,170
Road Maintenance	-	76,005	-
Generator Installations	-	32,643	
Asphalt Rehabilitation	150,831	56,300	-
Sewer Treatment Plant Onsite Chlorine Generators	-	-	145,000
Hetch Hetchy RR Project - Phase 1	20,200	17,492	-
Excavation Wand - Vac Con Unit		13,589	-
Admin Parking Lot - 5yr Plan		16,998	-
New Enclosed Skid Steer		-	82,280
Sludge Drying Bed Rehab			40,000
LS 2 and 14 Rehabs			270,583
Versa Tube Building			15,000
<b>FUND SHARE CAPITAL OUTLAY-38%</b>	<b>45,441</b>	<b>45,263</b>	<b>332,334</b>
<b>TOTAL SEWER CAPITAL OUTLAY</b>	<b>5,731,511</b>	<b>2,714,158</b>	<b>3,974,640</b>
<b>TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)</b>	<b>1,552,422</b>	<b>265,342</b>	<b>2,244,367</b>

**Groveland Community Services District**  
**FY 2024/25**  
**Final Budget**  
**Capital Outlay**

<b>FIRE CAPITAL OUTLAY</b>			
<b>CIP Project</b>	<b>Adopted 23/24</b>	<b>23/24 Projected FYE</b>	<b>Preliminary 24/25</b>
Asphalt repair (driveway/employee parking area)	17,577	16,508	-
GCSO Infrastructure Fuel Reduction Project	79,809	79,809	-
Hetch Hetchy RR Project Phase 1	20,200	17,492	-
Kitchen Remodel	70,000	70,000	-
Admin Parking Lot - 5yr Plan		1,896	-
Fire house flooring			20,000
<b>FUND SHARE CAPITAL OUTLAY-5%</b>	<b>4,047</b>	<b>5,956</b>	<b>43,728</b>
<b>TOTAL FIRE CAPITAL OUTLAY</b>	<b>191,633</b>	<b>191,660</b>	<b>63,728</b>

**Groveland Community Services District**  
**FY 2024/25**  
**Final Budget**  
**Capital Outlay**

PARK CAPITAL OUTLAY			
Projects	Adopted 23/24	23/24 Projected FYE	Preliminary 24/25
Park Parking Lot Repair	14,625	5,172	-
Groveland Asset Rehabilitation and Beautification Project	689,261	288,050	775,875
Hetch Hetchy RR Project Phase 1	20,200	17,572	185,000
Admin Parking Lot - 5yr Plan	-	446	-
<b>FUND SHARE CAPITAL OUTLAY-1%</b>	810	1,191	8,746
<b>TOTAL PARK CAPITAL OUTLAY</b>	<b>724,896</b>	<b>312,431</b>	<b>969,621</b>

**GROVELAND COMMUNITY SERVICES DISTRICT  
APPROPRIATION LIMIT DATA**

		PER CPITA	TUOLUMNE COUNTY											
		PERSONAL	STATE	POPULATION										
		INCOME %	POPULATION	CHANGE										
DATA	TO BE	CHANGE	CHANGE	OVER PR										
AS OF	USED FOR	OVER PR	OVER PR	YEAR		TUOLUMNE COUNTY-EXCLUSIONS IIA						WEIGHTED		
JANUARY 1,	FYE	YEAR	YEAR	SONORA	UNINCORPORATED	TOTAL	SONORA	UNINCORPORATED	2001	SONORA	UNINC	AVE		
2001	2001-2002	7.82%	1.8100%	0.37%	0.40%	48,832	4,238	44,594	0.0000%	0.00%	0.00%	0.00%		
2002	2002-2003	-1.27%	1.8300%	1.00%	0.97%	51,566	4,537	47,029	5.4604%	5.60%	5.46%	5.60%	5.59879%	
2003	2003-2004	2.31%	1.6900%	1.30%	1.10%	52,239	4,605	47,634	6.8171%	6.98%	6.82%	6.98%	1.30512%	
2004	2004-2005	3.28%	1.5200%	0.71%	0.64%	52,741	4,653	48,088	7.8351%	8.00%	7.84%	8.00%	0.96097%	
2005	2005-2006	5.26%	1.5000%	-1.55%	-1.32%	51,962	4,573	47,389	6.2677%	6.41%	6.27%	6.41%	-1.47703%	
2006	2006-2007	3.96%	1.2100%	2.17%	1.05%	54,038	4,804	49,234	10.4050%	10.66%	10.40%	10.66%	3.99523%	
2007	2007-2008	4.42%	1.2000%	1.00%	0.47%	53,093	4,750	48,343	8.4070%	8.73%	8.41%	8.73%	-1.74877%	
2008	2008-2009	4.29%	1.3100%	-0.19%	-0.08%	52,568	4,698	47,870	7.3463%	7.65%	7.35%	7.65%	-0.98883%	
2009	2009-2010	0.62%	1.1100%	0.00%	0.09%	52,253	4,666	47,587	6.7117%	7.01%	6.71%	7.01%	-0.59922%	
2010	2010-2011	-2.54%	1.0300%	0.58%	0.57%	52,306	4,672	47,634	0.07	0.07	0.07	0.0711	0.10143%	
2011	2011-2012	2.51%	1.0103%	0.29%	0.43%	51,727	4,913	46,814	0.05	0.06	0.05	0.0593	-1.10695%	
2012	2012-2013	3.77%	1.0448%	-2.17%	-1.84%	50,553	4,788	45,765	0.03	0.04	0.03	0.0352	-2.26961%	
2013	2013-2014	5.12%	1.0595%	-0.06%	0.18%	51,322	4,847	46,475	0.04	0.05	0.04	0.0510	1.52118%	
2014	2014-2015	-0.23%	1.0072%	0.10%	-0.08%									
2015	2015-2016	3.82%	1.0479%	0.83%	1.05%									
2016	2016-2017	5.37%	1.0632%	-0.27%	-0.28%									
2017	2017-2018	3.69%	1.0457%	-0.55%	-0.45%									
2018	2018-2019	3.67%	1.0448%	0.29%	-0.10%									
2019	2019-2020	3.85%	1.0434%	-0.20%	-0.14%									
2020	2020-2021	3.73%	1.0396%	-0.17%	-0.07%									
2021	2021-2022	5.73%	1.0524%	-1.82%	-0.90%									
2022	2022-2023	7.55%	1.0723%	0.45%	0.84%									
2023	2023-2024	4.44%	1.0407%	0.28%	-0.21%									
2024	2024-2025	3.62%	1.0379%	0.25%	-0.15%									
<b>APPROPRIATION LIMIT</b>														
2005-2006	\$ 2,366,624	105.260000%				99.98523%						105.244453%	\$ 2,490,740.89	
2006-2007	\$ 2,490,741	103.960000%				100.03995%						104.001534%	\$ 2,590,408.74	
2007-2008	\$ 2,590,409	104.420000%				99.98251%						104.401739%	\$ 2,704,431.78	
2008-2009	\$ 2,704,432	104.420000%				99.99011%						104.409675%	\$ 2,823,688.42	
2009-2010	\$ 2,823,688	100.620000%				99.99401%						100.613971%	\$ 2,841,025.04	
2010-2011	\$ 2,841,025	97.460000%				100.00101%						97.460989%	\$ 2,768,891.09	
2011-2012	\$ 2,768,891	102.510000%				99.98893%						102.498653%	\$ 2,838,076.06	
2012-2013	\$ 2,838,076	103.770000%				99.97730%						103.746448%	\$ 2,944,403.11	
2013-2014	\$ 2,944,403	105.120000%				100.01521%						105.135991%	\$ 3,095,627.38	
2014-2015	\$ 3,095,627	99.770000%				99.92000%						99.690184%	\$ 3,086,036.63	
2015-2016	\$ 3,086,037	103.820000%				101.05000%						104.910110%	\$ 3,237,564.42	
2016-2017	\$ 3,237,564	105.370000%				99.72000%						105.074964%	\$ 3,401,869.65	
2017-2018	\$ 3,401,870	103.690000%				99.55000%						103.223395%	\$ 3,511,525.35	
2018-2019	\$ 3,511,525	103.670000%				99.90000%						103.566330%	\$ 3,636,757.93	
2019-2020	\$ 3,636,758	103.850000%				99.86000%						103.704610%	\$ 3,771,485.63	
2020-2021	\$ 3,771,486	103.730000%				99.93000%						103.657389%	\$ 3,909,423.53	
2021-2022	\$ 3,909,424	105.730000%				99.10000%						104.778430%	\$ 4,096,232.59	
2022-2023	\$ 4,096,233	107.550000%				100.84000%						108.453420%	\$ 4,442,504.34	
2023-2024	\$ 4,442,504	104.440000%				99.79000%						104.220676%	\$ 4,630,008.05	
2024-2025	\$ 4,630,008	103.620000%				99.85000%						103.464570%	\$ 4,790,417.92	

Note: Beginning with 2014-2015 FYE, District began applying the State provided Annual Percent Change in Population for the unincorporated areas of Tulolumne County (Department of Finance Letters per FYE, Attachment B)



April 30, 2024

Dear Fiscal Officer:

### Price Factor and Population Information

#### Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

#### Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

#### Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN  
Chief Operating Officer

Attachment



- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

**2024-25:**

Per Capita Cost of Living Change = 3.62 percent  
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio:  $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25:  $1.0362 \times 1.0017 = 1.0379$

Fiscal Year 2024-25

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>23-24</b>	<b>1-1-23</b>	<b>1-1-24</b>	<b>1-1-24</b>
Tuolumne				
Sonora	0.25	5,119	5,132	5,132
Unincorporated	-0.15	47,088	47,016	49,275
County Total	-0.11	52,207	52,148	54,407

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

# **GCSD POLICY**

**POLICY TITLE: INVESTMENT OF DISTRICT FUNDS**

**POLICY NUMBER: 410**

**ADOPTED: October 11, 2010**

**AMENDED: March 12, 2018 RESOLUTION 8-18**

## **410.1 Purpose**

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1). The purpose of this policy is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities.

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency. The investment policies and practices of the District are based on state law and prudent money management. All funds will be invested in accordance with the District's Investment Policy, and California Government Code Sections 53601, 53601.1, 53601.5 and 53635.5. When the District issues bonds, the investment of bond proceeds will be further restricted by the provision of relevant bond documents.

The Treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)). For Groveland Community Services District, Treasurer shall be responsible for preparing and submitting such policy for adoption by minute action or by resolution of the District Board. The adopted Investment Policy shall be reviewed on an annual basis and the District Board shall approve any modifications to such policy by minute action or by resolution. The investment policy, as adopted by the District Board, shall be used to guide District staff in investment decisions and transactions.

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Groveland Community Services District to invest funds not required for immediate needs of the District in a manner which will provide the highest investment return with the maximum safety while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Groveland Community Services District funds.

## **410.2 Scope**

This investment policy shall apply to the investment of all funds of Groveland Community Services District except retirement funds and debt service funds held by Trustees for payment of bond redemption and interest.

## SECTION 400 FINANCIAL POLICIES

### 410.3 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by District staff shall be the “prudent person” standard as found in §53600.3 of the Government Code of the State of California, and shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 410.4 Objectives

As specified in California Government Code §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

A. Legality and Safety

Legality and safety of principal are the foremost objectives of the investment program. Investments of Groveland Community Services District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Liquidity

The investment portfolio will remain sufficiently liquid to enable Groveland Community Services District to meet all projected, as well as expected and unexpected cash needs.

C. Return on Investments

The District shall seek to attain market average rates of return on all investments within the constraints imposed by State law, by the avoidance of capital losses and by cash flow considerations. The District’s investment portfolio shall be diversified to eliminate the risk of loss resulting from over-concentration of asset in a specific issuer or class of securities and shall contain investments of varying lengths of maturity of five (5) years or less.

### 410.5 Delegation of Authority

Authority to manage the investment program is derived from California Government Code §53600, *et seq.* Management responsibility for the investment program is hereby delegated by the Board to the Treasurer.

The Treasurer shall render a quarterly report to the Board specifying the type of investment, institution, date of maturity, amount of deposit, current market value for all securities with a maturity of more than twelve (12) months, and a rate of interest. Under the provisions of California Government Code §53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

## **SECTION 400 FINANCIAL POLICIES**

### **410.6 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **410.7 Authorized Financial Institutions and Dealers**

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for Groveland Community Services District's account with the firm has reviewed Groveland Community Services District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Groveland Community Services District that are appropriate under the terms and conditions of the Investment Policy.

### **410.8 Permitted Investment Instruments**

Permitted investment instruments for the District's assets are the following:

- A. Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- B. Obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation, the Resolution Funding Corporation, or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participations or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise, or such agencies or enterprises which may be created.
- C. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California. Preference may be given to local banks.
- D. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided

## **SECTION 400 FINANCIAL POLICIES**

that the senior debt obligations of the issuing institution are rated “AA” or better by Moody’s or Standard & Poor’s.

Purchase of negotiable certificates of deposit may not exceed 30 percent of the District’s investment portfolio.

- E. State of California’s Local Agency Investment Fund. The LAIF portfolio should be reviewed periodically.
- F. Investment Trust of California (CalTRUST). CalTRUST is a joint powers authority of California public agencies that serves as an investment alternative to LAIF.
- G. Insured savings account or money market account.
- H. California Cooperative Liquid Assets Securities System (California CLASS)

### **410.9 Prohibited Investments**

Under the provisions of California Government Code §53601.6 and §53631.5, Groveland Community Services District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero (0) interest accrual if held to maturity. Additional investments which are not permitted include repurchase agreements, banker’s acceptances, commercial paper, and medium-term corporate notes.

### **410.10 Maximum Maturity**

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations. The maximum maturity will be no more than five years from purchase date to maturity date.

### **410.11 Reporting**

The Treasurer shall submit to the District Board a quarterly investment report, which shall consist of a cover report over the reports generated by the investment fund and the Local Agency Investment Fund. The cover report shall include a certification that:

- A. All investment actions executed since the last report have been made in full compliance with this Investment Policy, and
- B. Groveland Community Services District will meet its cash flow requirements for the next six (6) months.

### **410.12 Investment Policy Review**

This Investment Policy shall be reviewed, modified as needed, and approved on an annual basis by the Board of Directors. This should be done during the annual budgeting process.

# GROVELAND COMMUNITY SERVICES DISTRICT

## Fee Schedule for Fiscal Year 2024-2025

### WATER AND SEWER MONTHLY CHARGES

<b>Water Monthly Fixed Rate Service Charges</b>		
<b>Meter Size</b>	<b>EMU Ratio</b>	<b>Monthly Charge</b>
5/8-3/4-inch	1.0	\$39.64
1.0 inch	1.6	\$63.43
1.5 inch	2.6	\$103.07
2.0 inch	3.5	\$138.74
3.0 inch	5.5	\$218.02
4.0 inch	7.8	\$309.19

<b>Water Usage Variable Rate Charges</b>		
<b>Gallons Used per Month</b>	<b>Usage Charge per Gallon</b>	<b>Usage Rate Category</b>
0 to 3300	.00765	Baseline Usage Rate
>3300	.01514	Peak Demand Usage Rate

<b>Sewer Monthly Fixed Rate Service Charges</b>	
<b>Residential</b>	<b>Commercial</b>
\$88.68	\$88.68

<b>Sewer Usage Variable Rate Charges per Gallon</b>	
<b>Residential</b>	<b>Commercial</b>
.01166	.01872

### ADMINISTRATIVE SERVICE FEES

<b>Establishment of Tenant Account</b>	Charged to account per tenant agreement. Property owner must sign agreement with District to send bills to tenant of property. Owner is ultimately responsible for payment of water and/or sewer service to property.	\$42
<b>Reestablishing Account in Owner's Name</b>	Transfer of account back into owner's name once tenant vacates property	\$42
<b>Overpayment Refund Request</b>	Charged to account for each overpayment refund request. This charge is deducted from the credit for the fees associated with processing the refund check.	\$31

<b>Customer Payment Processing Error</b>	Processing fee for transfer of payment to correct account.	\$11
<b>Administrative Fee</b>	Administrative Correspondence	\$109
<b>Inspection Labor Rate</b>	Inspection Labor Rate Charged to a customer for District Staff to perform an inspection	\$109
<b>Meter re-read/Re-inspection Fee</b>	Charged to account for customer generated re-read of meter at service address. This charge is per service address. If at any time a re-read is a District error, the account will not be charged a re-read fee.	\$31
<b>Meter Test Fee</b>	Charged to account for customer generated meter test. If meter is found to be reading inaccurately, the account will not be charged a test fee.	\$31
<b>Meter Final/Closing Read Fee</b>	Charged to account for request of a final/closing read of meter at service address.	\$31
<b>Meter Shut Off Fee</b>	Charged to account when customer requests District turn meter off due to maintenance or other reasons	\$36
<b>Meter Turn On Fee</b>	Charged to account when customer requests meter be turned back on after maintenance complete or other reasons	\$36
<b>New Water/Sewer Service Application</b>	Charge for processing application to establish new water and/or sewer service connection	\$42
<b>Engineering Request Processing Fee</b>	Charge for processing engineering request documents	\$42
<b>Copies</b>	Public Records Requests	.25 per page or \$3.00 per disk
<b>Agenda Mailing Fee (Annual)</b>	Required if requested, includes postage and envelope, assumes 12 monthly mailings	Actual Costs (Envelope and Postage)

**COLLECTIONS PROCESSING FEES**

<b>Payment Returns/Chargebacks</b>	Charged to account for each returned payment from the bank reasons such as process errors, invalid account number, closed account, fraudulent transactions, or non-sufficient funds (NSF).	\$ 36
<b>Reconnection Fee during normal business hours</b>	Charged to account for processing each service connection reconnection after shut off.	\$ 52
<b>Reconnection Fee After Normal Business Hours</b>	Charged to account for processing each after hour service connection reconnection after shut off.	\$156
<b>Cut Lock/Removal Fee</b>	Charged to account for each cut lock/removal	\$156



<b>Denial Access Fee</b>	Charged to account when access is intentionally denied to perform proper operation and maintenance to system, to enforce disconnection of service for non-payment and for the protection of public health. This includes locked gates, placement of vicious animals, placement of objects obstructing access, etc.	\$207
<b>Placement of Lien Fee</b>	Charged to account for processing each Notice of Lien on service connection property for non-payment	\$67
<b>Satisfaction of Lien Fee</b>	Charged to account for processing each Satisfaction of Lien on service connection property	\$67
<b>Late Payment Interest Penalty Fee</b>	Charged on past due account balances not paid by due date	10%
<b>Continued Interest on Past Due Balances</b>	Charged on account balances over two billing cycles past due	1%
<b>Removal of County Tax Roll Fee</b>	Paid to the County when customer is placed on Tax Roll and pays the District directly	\$75

**FIELD SERVICE WORK BY DISTRICT STAFF**

<b>Labor Rates</b>	<b>Per Man Per Hour</b>
Construction and Hot Tap Labor Rate	\$ 104 Per Man Hour
Engineering Labor Rate	\$ 149 Per Man Hour
Inspection Labor Rate	\$109 Per man Hour

\*Total fees will be based on a minimum of two (2) hours compensation.

**DISTRICT EQUIPMENT RATES**

<b>Vehicle Type</b>	<b>Hourly Rate</b>
Flush Truck	\$60 Per Hour + \$ 104 Per Man Hour
Vac Truck	\$60 Per Hour + \$ 104 Per Man Hour
Boom Truck	\$60 Per Hour + \$ 104 Per Man Hour
Service Truck	\$45 Per Hour + \$ 104 Per Man Hour
Bobcat Skid Steer	\$60 Per Hour + \$ 104 Per Man Hour

Backhoe	\$120 Per Hour +\$104 Per Man Hour
Excavator	\$110 Per Hour +\$104 Per Man Hour
Sole Air Compressor	\$35 Per Hour + \$104 Per Man Hour
Vac-Con Truck	\$115 Per Hour + \$104 Per Man Hour

**FIRE HYDRANT TEMPORARY USE**

Non-Refundable Service Charge for Flow Meter	\$104
Daily Hydrant Use Charge	\$5
Rental Deposit	Current Meter Replacement Cost
Charge per 100 Gallons	\$1.39
Flow Meter Relocation Charge	\$65.00

**UNAUTHORIZED USE OF DISTRICT FIRE HYDRANT**

Charge for Unauthorized Use of District Fire Hydrants (per occurrence, includes estimated water usage fees)	\$1,036
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**DAMAGE TO DISTRICT FACILITIES (INCLUDING VANDALISM)**

Facility/Infrastructure Repair, Replacement, Restoration or Clean Up Cost (Contracted or District labor)	Actual Cost + 15% Admin Fee
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**CROSS CONNECTION CONTROL BACKFLOW PREVENTION FEES**

<b>Installation of Backflow Device</b>	Charged for the installation of backflow prevention device	Actual device cost and labor charges
<b>Annual Inspection Fee</b>	Charged for annual backflow device inspection	\$167
<b>Repair/Replace Backflow Device</b>	Charge for the repair or replacement of failed backflow device	Actual material/device cost and labor charges
<b>Annual Backflow Administration Fee</b>	Charged to monitor, report, notify customers of testing needed, and associated recordkeeping	\$142

**NEW METER CHARGES AND WATER SYSTEM PARTICIPATION FEES**

<b>Meter Size</b>	<b>EMU Multiplier</b>	<b>Participation Fees</b>	<b>Meter Install Charge</b>
5/8-inch	1.0	\$1,827	Actual Device and Labor Charges
¾ inch	1.0	\$1,827	Actual Device and Labor Charges
1.0 inch	1.7	\$3,106	Actual Device and Labor Charges
1.5 inch	3.3	\$6,029	Actual Device and Labor Charges
2.0 inch	5.3	\$9,684	Actual Device and Labor Charges
3.0 inch	11.7	\$21,377	Actual Device and Labor Charges
4.0 inch	20.0	\$36,542	Actual Device and Labor Charges

**SEWER SERVICE PARTICIPATION FEES**

Participation/Connection Fee	\$7,000
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**WATER/SEWER MAIN EXTENSION FEES**

Subject to Development Agreement (Contracted Cost or District labor)	Actual cost + 15% Admin Fee
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**ENGINEERING FEES**

District Engineer Fee (Applicant/Customer requests requiring engineering review; contract hourly rate +15%)		\$149/hr
<b>Easement Abandonment Requests (site inspection, records research, documentation)</b>	Non-Refundable Application Fee	\$249
	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
<b>Easement Acceptance Requests (as a Condition of PUE Abandonment)</b>	Application Fee	\$104
	Title Report and County Recording Fees	Actual Cost
<b>Encroachment Permit</b>	Non-Refundable Application Fee	\$249
	Non-Refundable Administration Fee	\$109
	County Recording Fees	Actual Recording Cost

<b>Encroachment Permit Continued</b>	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
<b>Service Application for New Development Projects</b>	Non-Refundable Application Fee	\$207
	Non-Refundable Administration Fee	\$518
	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$2500 Refundable Deposit)
<b>Special District Construction Application</b>	Non-Refundable Application Fee	\$130
	Additional time – as needed	\$85/hr
	Inspection Fee – as needed	\$109

#### **PARK FEES**

<b>PARK DAY USE FEES</b>	
0-100 People	\$35/day
101-300 People	\$50/day
301-500 People	\$150/day
500 or more "Large Event or PSPS Community Resource Center Fee"	\$500/day
<b>JANITORIAL SERVICES</b>	
0-100 Janitorial Services (minimum two (2) hours)	\$60
101-300 Janitorial Services (minimum three (3) hours)	\$90
301-500 Janitorial Services (minimum three (3) hours)	\$120
500 or more Janitorial Services "Large Event" (Required)	\$200
<b>LEON ROSE BALL FIELD USE FEES (NON-REFUNDABLE)</b>	
Ball Field	\$25 (4-hour event) \$50 (8-hour event)
Field Lights	\$25/night
Janitorial Services	\$25/visit
District Staff Time During Event	\$40/hour per person
<b>Leon Rose Deposit Fee (REFUNDABLE)</b>	
Small Event Security Deposit	\$100.00 per event
Large Event Security Deposit	\$500.00 per event
<b>DISTRICT PROPERTY USE FEES</b>	
District Chairs	\$35/day
District Tables	\$35/day
P.A. System	\$45/day
Concession Stand	\$50/day

Lost Key Fee	\$25 each
Damaged/Lost Chair Fee	\$50
Damage/Lost Table Fee	\$205
<b>CONCESSION STAND EQUIPMENT USE FEE</b>	
Popcorn Machine	\$75 Day Rate/ Deposit \$500
Nacho Cheese Machine	\$115 Day Rate/ Deposit \$500
Chili Machine	\$115 Day Rate Deposit \$500
Cotton Candy Machine	\$115 Day Rate/ Deposit \$500
<b>DOG PARK USE FEES</b>	
1-2 Dogs	\$25 Per 2 Dogs Per Calendar Year + \$10 Per Additional Dog

**Groveland Community Services District  
Proposed Salary Range Schedule FY 2024-25  
3.6% COLA Adjustment**

<b>FACTORS</b>
Range 6, Step 5, Annual <b>\$65,073.23</b>
Step Increase <b>5.00%</b>
Range Increase <b>2.50%</b>
Pay Periods per Year <b>26</b>
Hours per Year <b>2,080</b>

lowest current salary

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	47,318	49,684	52,168	54,776	57,515	3,943	4,140	4,347	4,565	4,793	1,819.92	1,910.92	2,006.46	2,106.79	2,212.13	22.75	23.89	25.08	26.33	27.65
2	48,501	50,926	53,472	56,146	58,953	4,042	4,244	4,456	4,679	4,913	1,865.42	1,958.69	2,056.62	2,159.46	2,267.43	23.32	24.48	25.71	26.99	28.34
3	49,713	52,199	54,809	57,549	60,427	4,143	4,350	4,567	4,796	5,036	1,912.05	2,007.66	2,108.04	2,213.44	2,324.11	23.90	25.10	26.35	27.67	29.05
4	50,956	53,504	56,179	58,988	61,938	4,246	4,459	4,682	4,916	5,161	1,959.86	2,057.85	2,160.74	2,268.78	2,382.22	24.50	25.72	27.01	28.36	29.78
5	52,230	54,842	57,584	60,463	63,486	4,353	4,570	4,799	5,039	5,291	2,008.85	2,109.29	2,214.76	2,325.50	2,441.77	25.11	26.37	27.68	29.07	30.52
6	53,536	56,213	59,023	61,975	65,073	4,461	4,684	4,919	5,165	5,423	2,059.07	2,162.03	2,270.13	2,383.63	2,502.82	25.74	27.03	28.38	29.80	31.29
7	54,874	57,618	60,499	63,524	66,700	4,573	4,802	5,042	5,294	5,558	2,110.55	2,216.08	2,326.88	2,443.23	2,565.39	26.38	27.70	29.09	30.54	32.07
8	56,246	59,058	62,011	65,112	68,368	4,687	4,922	5,168	5,426	5,697	2,163.31	2,271.48	2,385.05	2,504.31	2,629.52	27.04	28.39	29.81	31.30	32.87
9	57,652	60,535	63,562	66,740	70,077	4,804	5,045	5,297	5,562	5,840	2,217.40	2,328.27	2,444.68	2,566.91	2,695.26	27.72	29.10	30.56	32.09	33.69
10	59,094	62,048	65,151	68,408	71,829	4,924	5,171	5,429	5,701	5,986	2,272.83	2,386.47	2,505.80	2,631.09	2,762.64	28.41	29.83	31.32	32.89	34.53
11	60,571	63,600	66,779	70,118	73,624	5,048	5,300	5,565	5,843	6,135	2,329.65	2,446.14	2,568.44	2,698.86	2,831.71	29.12	30.58	32.11	33.71	35.40
12	62,085	65,190	68,449	71,871	75,465	5,174	5,432	5,704	5,989	6,289	2,387.89	2,507.29	2,632.65	2,764.29	2,902.50	29.85	31.34	32.91	34.55	36.28
13	63,637	66,819	70,160	73,668	77,352	5,303	5,568	5,847	6,139	6,446	2,447.59	2,569.97	2,698.47	2,833.39	2,975.06	30.59	32.12	33.73	35.42	37.19
14	65,228	68,490	71,914	75,510	79,285	5,436	5,707	5,993	6,292	6,607	2,508.78	2,634.22	2,765.93	2,904.23	3,049.44	31.36	32.93	34.57	36.30	38.12
15	66,859	70,202	73,712	77,398	81,268	5,572	5,850	6,143	6,450	6,772	2,571.50	2,700.08	2,835.08	2,976.83	3,125.67	32.14	33.75	35.44	37.21	39.07
16	68,530	71,957	75,555	79,333	83,299	5,711	5,996	6,296	6,611	6,942	2,635.79	2,767.58	2,905.86	3,051.25	3,203.82	32.95	34.59	36.32	38.14	40.05
17	70,244	73,756	77,444	81,316	85,382	5,854	6,146	6,454	6,776	7,115	2,701.68	2,836.77	2,978.61	3,127.54	3,283.91	33.77	35.46	37.23	39.09	41.05
18	72,000	75,600	79,380	83,349	87,516	6,000	6,300	6,615	6,946	7,293	2,769.22	2,907.69	3,053.07	3,205.72	3,366.01	34.62	36.35	38.16	40.07	42.08
19	73,800	77,490	81,364	85,433	89,704	6,150	6,457	6,780	7,119	7,475	2,838.46	2,980.38	3,129.40	3,285.87	3,450.16	35.48	37.25	39.12	41.07	43.13
20	75,645	79,427	83,398	87,568	91,947	6,304	6,619	6,950	7,297	7,662	2,909.42	3,054.89	3,207.63	3,368.01	3,536.41	36.37	38.19	40.10	42.10	44.21
21	77,536	81,413	85,483	89,758	94,245	6,461	6,784	7,124	7,480	7,854	2,982.15	3,131.26	3,287.82	3,452.21	3,624.82	37.28	39.14	41.10	43.15	45.31
22	79,474	83,448	87,620	92,002	96,602	6,623	6,954	7,302	7,667	8,050	3,056.71	3,209.54	3,370.02	3,538.52	3,715.45	38.21	40.12	42.13	44.23	46.44
23	81,461	85,534	89,811	94,302	99,017	6,788	7,128	7,484	7,858	8,251	3,133.12	3,289.78	3,454.27	3,626.98	3,808.33	39.16	41.12	43.18	45.34	47.60
24	83,498	87,673	92,056	96,659	101,492	6,958	7,306	7,671	8,055	8,458	3,211.45	3,372.02	3,540.63	3,717.66	3,903.54	40.14	42.15	44.26	46.47	48.79
25	85,585	89,864	94,358	99,076	104,029	7,132	7,489	7,863	8,256	8,669	3,291.74	3,456.33	3,629.14	3,810.60	4,001.13	41.15	43.20	45.36	47.63	50.01
26	87,725	92,111	96,717	101,552	106,630	7,310	7,676	8,060	8,463	8,886	3,374.03	3,542.73	3,719.87	3,905.86	4,101.16	42.18	44.28	46.50	48.82	51.26
27	89,918	94,414	99,135	104,091	109,296	7,493	7,868	8,261	8,674	9,108	3,458.38	3,631.30	3,812.87	4,003.51	4,203.69	43.23	45.39	47.66	50.04	52.55
28	92,166	96,774	101,613	106,694	112,028	7,680	8,065	8,468	8,891	9,336	3,544.84	3,722.08	3,908.19	4,103.60	4,308.78	44.31	46.53	48.85	51.29	53.86
29	94,470	99,194	104,153	109,361	114,829	7,873	8,268	8,679	9,113	9,569	3,633.46	3,815.14	4,005.89	4,206.19	4,416.50	45.42	47.69	50.07	52.58	55.21
30	96,832	101,673	106,757	112,095	117,700	8,069	8,473	8,896	9,341	9,808	3,724.30	3,910.51	4,106.04	4,311.34	4,526.91	46.55	48.88	51.33	53.89	56.59
31	99,253	104,215	109,426	114,897	120,642	8,271	8,685	9,119	9,575	10,054	3,817.41	4,008.28	4,208.69	4,419.13	4,640.08	47.72	50.10	52.61	55.24	58.00
32	101,734	106,821	112,162	117,770	123,658	8,478	8,902	9,347	9,814	10,305	3,912.84	4,108.48	4,313.91	4,529.60	4,756.08	48.91	51.36	53.92	56.62	59.45
33	104,277	109,491	114,966	120,714	126,750	8,690	9,124	9,580	10,059	10,562	4,010.66	4,211.20	4,421.76	4,642.84	4,874.99	50.13	52.64	55.27	58.04	60.94
34	106,884	112,228	117,840	123,732	129,918	8,907	9,352	9,820	10,311	10,827	4,110.93	4,316.48	4,532.30	4,758.92	4,996.86	51.39	53.96	56.65	59.49	62.46
35	109,556	115,034	120,786	126,825	133,166	9,130	9,586	10,065	10,569	11,097	4,213.70	4,424.39	4,645.61	4,877.89	5,121.78	52.67	55.30	58.07	60.97	64.02
36	112,295	117,910	123,805	129,996	136,496	9,358	9,826	10,317	10,833	11,375	4,319.05	4,535.00	4,761.75	4,999.84	5,249.83	53.99	56.69	59.52	62.50	65.62
37	115,103	120,858	126,901	133,246	139,908	9,592	10,071	10,575	11,104	11,659	4,427.02	4,648.37	4,880.79	5,124.83	5,381.07	55.34	58.10	61.01	64.06	67.26
38	117,980	123,879	130,073	136,577	143,406	9,832	10,323	10,839	11,381	11,950	4,537.70	4,764.58	5,002.81	5,252.95	5,515.60	56.72	59.56	62.54	65.66	68.94
39	120,930	126,976	133,325	139,991	146,991	10,077	10,581	11,110	11,666	12,249	4,651.14	4,883.70	5,127.88	5,384.28	5,653.49	58.14	61.05	64.10	67.30	70.67



**Groveland Community Services District  
Proposed Salary Range Schedule FY 2024-25  
3.6% COLA Adjustment**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
92	447,608	469,988	493,488	518,162	544,070	37,301	39,166	41,124	43,180	45,339	17,215.68	18,076.47	18,980.29	19,929.31	20,925.77	215.20	225.96	237.25	249.12	261.57
93	458,798	481,738	505,825	531,116	557,672	38,233	40,145	42,152	44,260	46,473	17,646.08	18,528.38	19,454.80	20,427.54	21,448.91	220.58	231.60	243.18	255.34	268.11
94	470,268	493,781	518,470	544,394	571,614	39,189	41,148	43,206	45,366	47,634	18,087.23	18,991.59	19,941.17	20,938.23	21,985.14	226.09	237.39	249.26	261.73	274.81
95	482,025	506,126	531,432	558,004	585,904	40,169	42,177	44,286	46,500	48,825	18,539.41	19,466.38	20,439.70	21,461.68	22,534.77	231.74	243.33	255.50	268.27	281.68
96	494,075	518,779	544,718	571,954	600,552	41,173	43,232	45,393	47,663	50,046	19,002.89	19,953.04	20,950.69	21,998.22	23,098.13	237.54	249.41	261.88	274.98	288.73
97	506,427	531,748	558,336	586,253	615,565	42,202	44,312	46,528	48,854	51,297	19,477.97	20,451.86	21,474.46	22,548.18	23,675.59	243.47	255.65	268.43	281.85	295.94
98	519,088	545,042	572,294	600,909	630,954	43,257	45,420	47,691	50,076	52,580	19,964.91	20,963.16	22,011.32	23,111.88	24,267.48	249.56	262.04	275.14	288.90	303.34
99	532,065	558,668	586,602	615,932	646,728	44,339	46,556	48,883	51,328	53,894	20,464.04	21,487.24	22,561.60	23,689.68	24,874.17	255.80	268.59	282.02	296.12	310.93
100	545,367	572,635	601,267	631,330	662,896	45,447	47,720	50,106	52,611	55,241	20,975.64	22,024.42	23,125.64	24,281.92	25,496.02	262.20	275.31	289.07	303.52	318.70



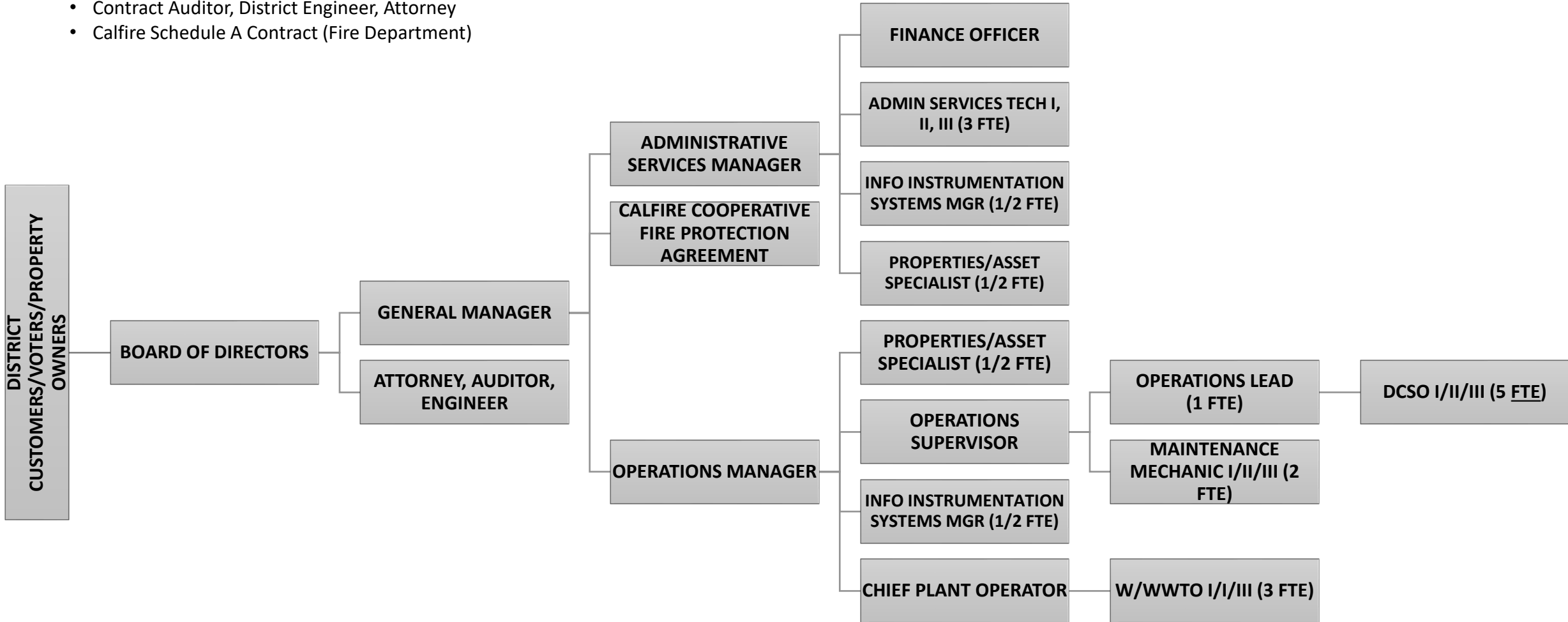
**Groveland Community Services District  
Salary Schedule Range Placement**

<b>Class Title</b>	<b>Salary Range</b>	<b>Maximum Monthly Salary</b>
Administrative Services Technician I	3	\$5,036
Administrative Services Technician II	7	\$5,558
Administrative Services Technician III	13	\$6,446
Chief Plant Operator	27	\$9,108
Collection and Distribution System Operator I	5	\$5,291
Collection and Distribution System Operator II	11	\$6,135
Collection and Distribution System Operator III	15	\$6,772
Collections and Distribution Lead	19	\$7,475
Finance Officer	40	\$12,555
Maintenance Mechanic I	11	\$6,135
Maintenance Mechanic II	17	\$7,115
Maintenance Mechanic III	21	\$7,854
Administrative Services Manager	43	\$13,521
Operations & Maintenance Manager	38	\$11,950
Information/Instrumentation Systems Manager	35	\$11,097
Operations & Maintenance Supervisor	27	\$9,108
District Property, Easements, and Assets Manager	27	\$9,108
Water/Wastewater Operator I	9	\$5,840
Water/Wastewater Operator II	15	\$6,772
Water/Wastewater Operator III	19	\$7,475
General Manager	Contract	\$211,221/Annually
Board Members	N/A	\$115.75 per Meeting

# GCSD Organizational Chart- FY2024-25

**APPROVED HEADCOUNT 2-09-2021:**

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



**NOTICE OF PUBLIC HEARING  
REGARDING ADOPTION OF THE FINAL  
2024-25 FISCAL YEAR BUDGET  
GROVELAND COMMUNITY SERVICES  
DISTRICT**

**NOTICE IS HEREBY GIVEN** that on June 11, 2024, the Board of Directors of the Groveland Community Services District (GCSD) will hold a Public Hearing for any person to appear and be heard regarding any item in the Draft Final Budget as presented or regarding the addition of other items to the proposed 2024/25 Final District budget. The Public Hearing will be held in the GCSD Board Room, 18966 Ferretti Rd., Groveland, CA 95321 as part of a Regular Meeting of the Board at 10:00 AM or as soon thereafter as practicable. Upon conclusion of the Hearing, the Board will consider adoption of a resolution approving the 2024/25 Final Budget.

A copy of the Final Budget will be available a minimum of 72 hours before the June 11, 2024, hearing date on the GCSD website at [www.gcsd.org](http://www.gcsd.org) or by calling (209) 962-7161.

Publication Date: May 25, 2024  
The Union Democrat, Sonora, CA 95370

**Resolution No. 12-2024**

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS APPROVING THE FY 2024-2025 FINAL BUDGET INCLUDING APPROPRIATIONS LIMIT, INVESTMENT OF DISTRICT FUNDS POLICY, MISCELLANEOUS FEE SCHEDULE, EMPLOYEE SALARY SCHEDULE, AND ORGANIZATIONAL CHART**

**WHEREAS**, the Groveland Community Services District (District) Board of Directors reviews and accepts a monthly treasurer’s report that includes statements of cash flows, account and investment balances, and budget to actual reports; and

**WHEREAS**, at the District’s quarterly workshop held on June 4, 2024 the Finance Officer presented a review of the FY 2024-2025 Preliminary Budget; and

**WHEREAS**, the Board directed the Finance Officer to prepare the final budget and schedule a Public Hearing before June 11, 2024: and

**WHEREAS**, the Notice of Public Hearing regarding the final budget adoption was duly published on May 25, 2024 in the local newspaper as required by law; and

**WHEREAS**, the final draft 2024-2025 budget is included herein for consideration; and

**WHEREAS**, the published appropriations limit (Gann Limit) calculation and employee Salary Schedule is also included herein for consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the District does hereby approve and adopt:

1. Budget Preparation Memorandum
2. 2024-2025 Final Budget
3. Appropriations Limit
4. Investment of District Funds Policy
5. Miscellaneous Fee Schedule
6. Employee Salary Schedule
7. Organizational Chart
8. Notice of Public Hearing Proof
9. Resolution 12-224

**PASSED AND ADOPTED** by the Board of Directors of the Groveland Community Services District on June 11, 2024, by the following vote:

AYES:

NOES:

ABSENT:

APPROVE:

\_\_\_\_\_  
Nancy Mora, Board President

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 11, 2024.

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



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7A: Consideration of Providing Direction on a Potential Special Tax Measure to Address the Revenue Shortfall for the Groveland Fire Department

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### **RECOMMENDED ACTION:**

I move to direct staff to work with the consultant NBS to evaluate and determine the best Special Tax structure and Appropriation methodology to be used to fund Fire Protection and Emergency Response Services.

### **BACKGROUND:**

For the past five years, the District's Board of Director's have been closely monitoring the financial condition of its Fire Department and evaluating options to keep the Department fully functioning permanently and meeting our response time standards. In 2020, the District entered into a Joint Powers Authority (JPA) with the County and other Fire Departments for the purpose of placing a County wide Fire Funding Measure on the Ballot. Unfortunately, "Measure V" failed and the Joint Powers Authority was dissolved.

The Fire Department is currently in a financial condition where we could only enter into a 2-year Agreement with CalFire; of which we are in the second year. We expect that by June 30th, 2025, we will not have enough funding for the Fire Department to continue its contract with CalFire. We have discussed many times that starting our own Fire Department would likely cost more and would certainly not cost less than our current contract.

The Board has also given clear direction to management on many occasions that it intends to maintain a solid Fire Department and will support all means to make that happen. We were hoping to have a Fire Department funding measure on the November 2024 Ballot, but the County stepped forward with a Sales Tax Measure for that same Ballot, with the intent to provide long term funding for its Fire and Emergency Services. This is very important to our District, as without the additional funding they will likely not be able to continue funding the second staffed engine in Groveland.

Ballot Measures for a tax in this County have been very unsuccessful, but those in Groveland have done a bit better primarily because we would lose our services without that funding. Placing a GCSB Fire Special Tax on the Ballot at the same time as the County

would most certainly result in both measures being defeated. Therefore, it is staff's recommendation that we proceed with a Special Election following the November Election. Knowing the success of the County's funding measure will also be helpful in knowing the level of service we need to provide locally, and its cost.

**FISCAL IMPACT:**

We received proposals in this current fiscal year that were nearly \$80,000; double what we had in the budget. Staff decided that since this is a simple equation, of the cost of the Schedule A contract and equipment replacement, the District could do the heavy lifting in developing the Special Tax methodology. An amount of \$40,000 is budgeted in the 2024/25 Fiscal Year Budget to fund Special Tax Consultant work to ensure that our tax calculation methodologies are solid, and to assist us with the process of getting this revenue measure on the Ballot for a Special Election.

**ATTACHMENTS:**

None



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7B: Board Discussion and Direction Regarding Property Tax Sharing Agreement with Tuolumne County

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**RECOMMENDED ACTION:**

No specific action is recommended

**BACKGROUND:**

This item was placed on the agenda at the request of the Board of Directors following a brief discussion at our recent Board Workshop.

Over the past year, the District has been evaluating records and working with the County staff in an attempt to understand why they are stating that they are only able to transfer 5% of the Ad Valorem Property Taxes to the District upon Annexation of the Airport Estate properties. For all other properties, in all tax rate areas within the District Boundaries, the District receives approximately 16.5% of the 1% Property Tax. This amount was established in a formula codified with Assembly Bill 8, right after the passage of Proposition 13 in the late 1970s. The County has stated that the 5% they are offering, was also established in Assembly Bill 8, for their Fire Department. The County further stated that they have no specified allocation for Park Services.

Currently, this has left us in a position where if we agree to the 5% Property Tax transfer, that number will likely be set in stone for future annexations. Given the financial condition of the County's Fire Department, and their position that 5% is the only amount that they can transfer, almost certainly the County is not going to agree to the 16.5% allocation. We do have the option of negotiating a Master Tax Sharing Agreement that would apply to all future annexations, but that alone is not going to result in a higher tax sharing percentage. We could Commission a Consultant Study to identify the actual cost of the services provided by the County compared to the services provided by the District following the annexation. This study would result in a validated tax sharing proposal but could cost upwards of \$40,000 to \$50,000 and would yield an unknown result that could be better or worse financially.

Through this evaluation, we have also discovered that no property tax was transferred to the District associated with an Annexation completed in the Big Creek area. Those properties petitioned the district to connect to the water system, which required annexation



to be approved by LAFCO. None of the documents associated with this annexation, or any related Board action discussed the transfer of a portion of the property taxes from the County to the District. Therefore, when the annexation was finalized, there was nothing for the State Bureau of Equalization, or the County Tax Collector to implement in terms of Property Taxes.

At this time, it is very important that we complete this Annexation, which requires securing a Tax Sharing Agreement with the County. Staff seeks direction from the Board on how we proceed.

**ATTACHMENTS:**

1. Tuolumne County AB-8 Tax Code Area

**TUOLUMNE COUNTY AB-8  
 ASSESSED VALUE BY TAX CODE AREA  
 2020/2021**

<u>Agency Name</u>	54-02	54-07	54-12	54-13	54-22	54-23	54-25	54-27	54-28	54-29	54-33
County											
General (incl. Library)	0.36128506	0.39401922	0.39401922	0.28113401	0.39401922	0.39401922	0.39401922	0.39401922	0.39401922	0.39401922	0.39401922
Groveland Light	0.08307758										
Oak Grove Cemetery	0.00098706	0.00107649	0.00107649	0.00076808	0.00107649	0.00107649	0.00107649	0.00107649	0.00107649	0.00107649	0.00107649
Groveland CSD	0.15267089	0.16650361	0.16650361	0.11880087	0.16650361	0.16650361	0.16650361	0.16650361	0.16650361	0.16650361	0.16650361
County Service Area #13				0.28649671							
SCHOOLS											
Belleview											
Bof. Groveland	0.31972670	0.34869547	0.34869547	0.24879537	0.34869547	0.34869547	0.34869547	0.34869547	0.34869547	0.34869547	0.34869547
Yosemite Jr. College	0.06820661	0.07438646	0.07438646	0.05307498	0.07438646	0.07438646	0.07438646	0.07438646	0.07438646	0.07438646	0.07438646
Supt. of School	0.01404610	0.01531875	0.01531875	0.01092998	0.01531875	0.01531875	0.01531875	0.01531875	0.01531875	0.01531875	0.01531875
	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>	<u>1.00000000</u>

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7C: 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

---

**RECOMMENDED ACTION:**

I move to adopt Resolution 13-2024 Establishing Board Member Remuneration, in Accordance with Director’s Policy 10.3, for Attendance at Board Meetings, Training, 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.”*

The Board voted in June of 2023 to increase its per day of service compensation from \$105 to \$110.25. 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 per month.

Most districts with a budget the size of GCSB 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 up by 5% for the 24/25 fiscal year.

**FINANCIAL IMPACT**

If the Board decides to adjust its compensation by the 5% maximum inflator allowed under CSD Law, the monthly per meeting fee will increase from \$110.25 to \$115.75 for each day of service.

**ATTACHMENTS:**

1. Resolution 13-2024

**Resolution No. 13-2024**

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

**WHEREAS**, the 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 on or before the first meeting in July;

**WHEREAS**, Board member remuneration was increased to \$110.25 in June 2023, the maximum allowed under CSD Law Government Code Section 61047;

**WHEREAS**, if the Board so desires, per CSD Law Government Code Section 61047, it may increase the Director fee by 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 per month.

**THEREFORE BE IT RESOLVED,**

1. The Board of Directors hereby sets Board Member remuneration to increase by a \_\_\_% inflator for Fiscal Year 2024/25.

**PASSED AND ADOPTED** by the Board of Directors of the Groveland Community Services District on June 11, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVE:

\_\_\_\_\_  
Nancy Mora, Board President

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 11, 2024.

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

**TO:** GCSB Board of Directors

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

**DATE:** June 11, 2024

**SUBJECT: Agenda Item 7D: Board Consideration and Approval of  
Compensating District Staff for their Time Involved Hosting District  
Movies in the Park Events**

---

**RECOMMENDED ACTION:**

*I move to approve that staff be compensated for their time involved in hosting Movies in the Park events.*

**BACKGROUND:**

On September 10, 2019, the Board approved the sponsorship of the Movies in the Park program to bring family friendly movie selections to the community with the caveat that staff would volunteer their time hosting the events. Over the course of five years, staff have turned Movies in the Park into a very successful and much anticipated community event that fosters social engagement and provides free family fun and entertainment to residents and visitors.

The success of Movies in the Park is largely attributed to the District's efforts engaging the community and gaining its support for the event. This includes the contributions of local businesses, organizations, and residents who contribute through sponsorships, donations, and volunteer efforts. This collaborative approach helps support the funding of the event allowing the District to not charge an admission fee and the ability to offer full concessions enhancing the outdoor movie experience.

There is a considerable amount of staff time involved with hosting the Movie in the Park events. This includes planning the new upcoming season movie lineup, marketing, event set up time, event time, and cleanup time. Given that the event has grown significantly since the Board first approved its creation, and the huge public equity benefit the District derives from the event, management is recommending that staff who make this event possible, receive compensation for their time hosting the community event.

**FISCAL IMPACT:**

There are approximately 4 hours of time involved for hosting a Movie in the Park event and on average 3-5 employees that run the event. Of these, approximately three (3) would be eligible to receive overtime compensation. There are usually seven (7) events held annually.

**TO:** GCSB Board of Directors

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

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7E: Consideration of Approval of the Issuance of a Request for Proposal (RFP) for a Total Compensation and Benefit Study

---

**RECOMMENDED ACTION:**

*I move to approve the issuance of a Request for Proposal (RFP) for the completion of a total compensation and benefit study.*

**BACKGROUND:**

The last total compensation and benefit study was completed by Koff and Associates in April 2019, just over five (5) years ago. In the effort of continuing to support the Board's goal of "Supporting an excellent, efficient, and qualified staff" and ensuring the District is remaining competitive within the market and comparator agencies, management is recommending that the Board approve the issuance of an RFP for the completion of a new and updated total compensation and benefit study for District positions.

**FISCAL IMPACT:**

No cost associated with issuing RFP.

**ATTACHMENTS:**

1. Draft Request for Proposal for Total Compensation and Benefit Study



REQUEST FOR PROPOSAL  
FOR  
TOTAL COMPENSATION AND BENEFIT  
STUDY

Groveland Community Services District  
18966 Ferretti Rd.  
P.O. Box 350  
Groveland, CA 95321  
[www.gcsd.org](http://www.gcsd.org)



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## Introduction

The Groveland Community Services District (GCSD, District) invites interested, qualified, and professional consulting firms (Consultant) to submit written proposals to evaluate, analyze, and prepare a Total Compensation and Benefit Study for the District. It is the District's desire to obtain a consultant with public sector experience in completing total compensation studies. Familiarity with California drinking water treatment and distribution, wastewater collections and treatment certification requirements is preferred, but not essential. The consultant is expected to review existing job descriptions, compensation and benefits. The District also expects the consultant to obtain and consider both employee and management feedback; analyze and incorporate local and comparable employers' compensation and benefits; interpret industry trends and potential implications to the District labor force; and make recommendations for revisions to the District's compensation rates and benefit package.

## District Background

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

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

The Groveland Community Services District (GCSD) service area covers approximately 15 square miles in southern Tuolumne County. The District is bounded on the north by the Tuolumne River, on the south by Mariposa County, on the east by the Stanislaus National Forest, and on the west by Moccasin. GCSD is the owner and operator of the Groveland Water System, which receives water from the City and County of San Francisco's Hetch Hetchy water system.

GCSD's Water System distributes the water to the populated areas of Big Oak Flat, Groveland, and Pine Mountain Lake. The GCSD water supply and distribution system includes three water treatment plants, five storage reservoirs, and approximately 70 miles of distribution piping. The District provides a treated water supply to approximately 3,500 customers. The District also owns and operates the regional wastewater collection, treatment, and regional recycled water system, which provides sewer service to approximately 1,500 customers within the District's service area. The District operates a public park, baseball field and provides fire protection services to the community through a cooperative contract with the California Department of Forestry and Fire Protections (CAL FIRE).

The District is governed by a five-member Board of Directors elected to four-year terms. It currently has twenty-one approved full-time positions. This number includes administrative and field operations and treatment staff, comprised of non-bargaining and bargaining employees. The bargaining employees are represented by Operating Engineers Local No. 3.

The last total compensation and benefit study was performed in 2019.

## Study Goals

The main goal of the Total Compensation Study is to develop an equitable, reliable, and competitive compensation system that supports the District's mission; promotes equity by accurately aligning classifications and pay; fosters the attraction and retention of qualified individuals; and provides opportunities for employee growth and development.

## Scope of Work/Services

1. Develop Peer/Competitor Agency List and Survey Questions
  - a. Review of the previous list of competitor agencies used for the previous 2019 study
  - b. Provide recommended modifications to list based on review of previous competitor list and updated market analysis
  - c. Develop list of competitive agencies to be used with input from District management
2. Conduct Peer/Competitor Agency Survey
  - a. Conduct a comprehensive compensation and benefits survey and analysis based on the identified comparable agencies, using not only job titles, but duties and responsibilities based on the position descriptions of the District.
    - i. Include the total cost to the employer of salary and all benefits;
    - ii. Include the total value of the benefits package to the employee;
  - b. Recommend appropriate salary ranges for each position based on comparison analysis.
3. Prepare and Submit Parity Review Summary
  - a. Findings from the Peer/Competitor Review Survey will be summarized in a technical memorandum including a comparative matrix and written summary of methodology, survey assumptions and any necessary explanation of differences on responsibilities between GCSO positions and those of the peer agencies.
4. Presentation of Findings and Recommendations to Board of Directors
  - a. The consultant will present findings and recommendations to the Board of Directors.

## Contact Person(s)

Primary Contacts: Jennifer Donabedian, Administrative Services Manager  
(209) 962-7161 Ext. 1013  
[jdonabedian@gcsd.org](mailto:jdonabedian@gcsd.org)

Peter Kampa, General Manager  
(209) 591-7100 (cell)  
[pkampa@gcsd.org](mailto:pkampa@gcsd.org)

## Timeline

Issue Request for Proposal (RFP)	June 12, 2024
Proposals Due	July 12, 2024
Review and Evaluation of Proposals	July 15- 24, 2024
Staff Report to the Board & Possible Approval	August 13, 2024

## Proposal Requirements

1. Proposal Submissions. To be considered, all submissions, must be submitted electronically via email to Jennifer Donabedian at [jdonabedian@gcsd.org](mailto:jdonabedian@gcsd.org) no later than July 12, 2024. An email confirmation of receipt will be returned. Proposals must be valid of a minimum of 90-days;
2. Questions and Inquiries. Questions concerning the RFP shall be submitted in writing to Rachel Pearlman [rpearlman@gcsd.org](mailto:rpearlman@gcsd.org) no later than July 5, 2024. Responses will be returned via email and provided to all firms that were sent the RFP.
3. Proposal Package. Proposal package should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the areas detailed below must be included:
  - a. A cover letter briefly introducing the firm. Include information regarding the size of the firm, the location of the office from which the work on the engagement is to be performed, and the number and nature of the professional staff to be employed in the engagement on a full-time and part-time basis. Include a summary of the proposal, an overview of the project and brief description of the firm's understanding of services to be provided. Also include a statement of why the firm believes itself to be the best qualified to perform the Scope of Work as defined in the RFP. Finally, indicate the name of the person who will be authorized to answer questions and to bind the firm, include the person's title, office and the mailing address and telephone number.
  - b. A list and description of relevant experience including other recent projects similar to this with special attention to work done for municipalities. Please provide the name of all cities, counties, special districts, and other government agencies for which the firm has worked during the past five (5) years. Please include reference contact information for at least three (3) of these agencies, including the name, telephone number and email address of the principal client contact. The District reserves the right to contact any or all of the listed references.

- c. Staff consistency is a very important consideration. Please provide information on staff qualifications and experience for those employees that will be working on the project.
- d. Proposed fee/compensation.
- e. Proposed project timeline.
- f. A statement confirming the firm's ability to comply with the District's insurance requirements.
- g. Signature of the authorized party.

## Proposal Evaluation

1. Proposal Evaluation. Proposals submitted will be evaluated by District Management. During the evaluation process, the District reserves the right, where it may serve the District's best interests, to request additional information and clarifications from the proposer, or to allow corrections of errors or omissions.
2. Criteria for Consultant Selection. Proposal evaluators will be using the criteria listed below. Compensation will be a consideration in consultant selection but it is not the sole criterion for the agreement award. The general quality and thoroughness of the proposal will be considered. Following a review of the proposals, consultants will be ranked, and one or more firms may be asked to participate in an interview. Regardless of whether or not interviews are conducted, District staff will present evaluation findings to the Board of Directors for a decision. Once the Board has approved the consultant, the District and selected consultant will enter into an agreement. All firms will be notified by email or in writing of the outcome of the selection process.
3. Sample Proposal Qualification Ranking. The following represents the principle selection criteria which will be considered during the evaluation process:

	<b>CRITERIA DESCRIPTION</b>	<b>POSSIBLE POINTS</b>
1	Demonstration of Understanding of Scope of Work; Understanding of Intent and Goals of the Project	20
2	Project Components, Timeline, and Deliverables	20
3	Relevant Experience in Performing Similar Work; Distinguishing Characteristics	20
4	Qualifications and Experience of Key Staff Assigned to Project	15
5	References and Samples of Prior Work	15
6	Proposed Project Cost	10

## General Conditions

### A. Limitations

This Request for Proposal (RFP) does not commit GCSD to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. GCSD expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. GCSD reserves the right to withdraw this RFP at any time without prior notice. Further, GCSD reserves the right to modify the RFP schedule described above.

### B. Award

RFP finalists may be asked to make oral presentations by phone or in person regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit price, technical, or other revisions of their proposals as may result from negotiations. GCSD also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

### C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by GCSD and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

### D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of GCSD shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

### E. Pre-contractual Expense

Pre-contractual expenses are defined as expenses incurred by applicants and the selected contractor in:

- 1) Preparing proposals in response to this RFP
- 2) Submitting proposals to GCSD
- 3) Negotiations with GCSD on any matter related to proposals
- 4) Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, GCSD shall not be liable for any pre-contractual expenses incurred by any applicant or selected contractor. Applicants shall not include any such expenses as part of the price proposed in response to this RFP. GCSD shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal will also provide the following information: name, title, address, telephone number and email of individual(s) with authority to bind the company and designated contact(s) during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the company and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period.

H. Fiscal Out Clause

The Agreement may be terminated at the end of any fiscal year, June 30th, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by its governing body to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements: General liability insurance in an amount not less than \$1,000,000 naming the GCSD as an additional insured.

J. Contract Arrangements

The proposer is expected to execute a contract similar to GCSD's Professional Services Agreement attached as Exhibit A.



## **BOARD MEETING AGENDA SUBMITTAL**

---

**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7F: Discussion and Board Direction Regarding a Water Main Extension Application Received from a Development Outside of the District Boundaries

---

### **RECOMMENDED ACTION:**

This item is for discussion and board direction only; no specific action is recommended.

### **BACKGROUND:**

The County is currently processing an application for Development of a small Yoga Lodge project near Smith Station Road and Hwy 120, outside of the District Boundaries and Sphere of Influence. This is the second Commercial project in this vicinity, which is also located in an area where the county has recorded a number of failed groundwater wells that occurred during the recent drought.

Considering all of the facts, staff is concerned with the Commercial Development adjacent to the District, where they could receive Municipal Services from the District, but the County is not considering the need for services or impacts on adjacent service providers. The county is certainly not planning to provide Fire Protection, Park, Water or Sewer Services to these new facilities. The District could provide services, which would ensure that the projects water supply was always safe and reliable, wastewater was handled appropriately, fire and park services were consistently available.

GCSB staff responded to the project application, stating that the project must connect to the District Water System, which would also require annexation to the District. The project developer submitted an application to the District, which is the first step in our consideration of the feasibility of providing service. The project is located outside of the water service boundaries contained within our current water supply agreement with the City and County of San Francisco. This Boundary would have to be amended to allow us to serve Hetch Hetchy water to that location, or we would have to show an alternate water supply providing water in the amount needed for the project.

The possibility of amending the water supply agreement boundaries is currently in consideration by the City and County of San Francisco. We should know soon if this boundary amendment is supported or would be controversial. This agenda item is simply to disclose that we are in discussions regarding the water service boundaries, and at the



same time discussing several other water agreement matters. This is also an opportunity to have a policy level discussion about whether the District should push LAFCO to amend our Sphere of Influence to include some of these Resort projects, since the level of growth outside of the District Boundaries will place a demand on Municipal Services far exceeding the capability of the County to provide them.

**FISCAL IMPACT:**

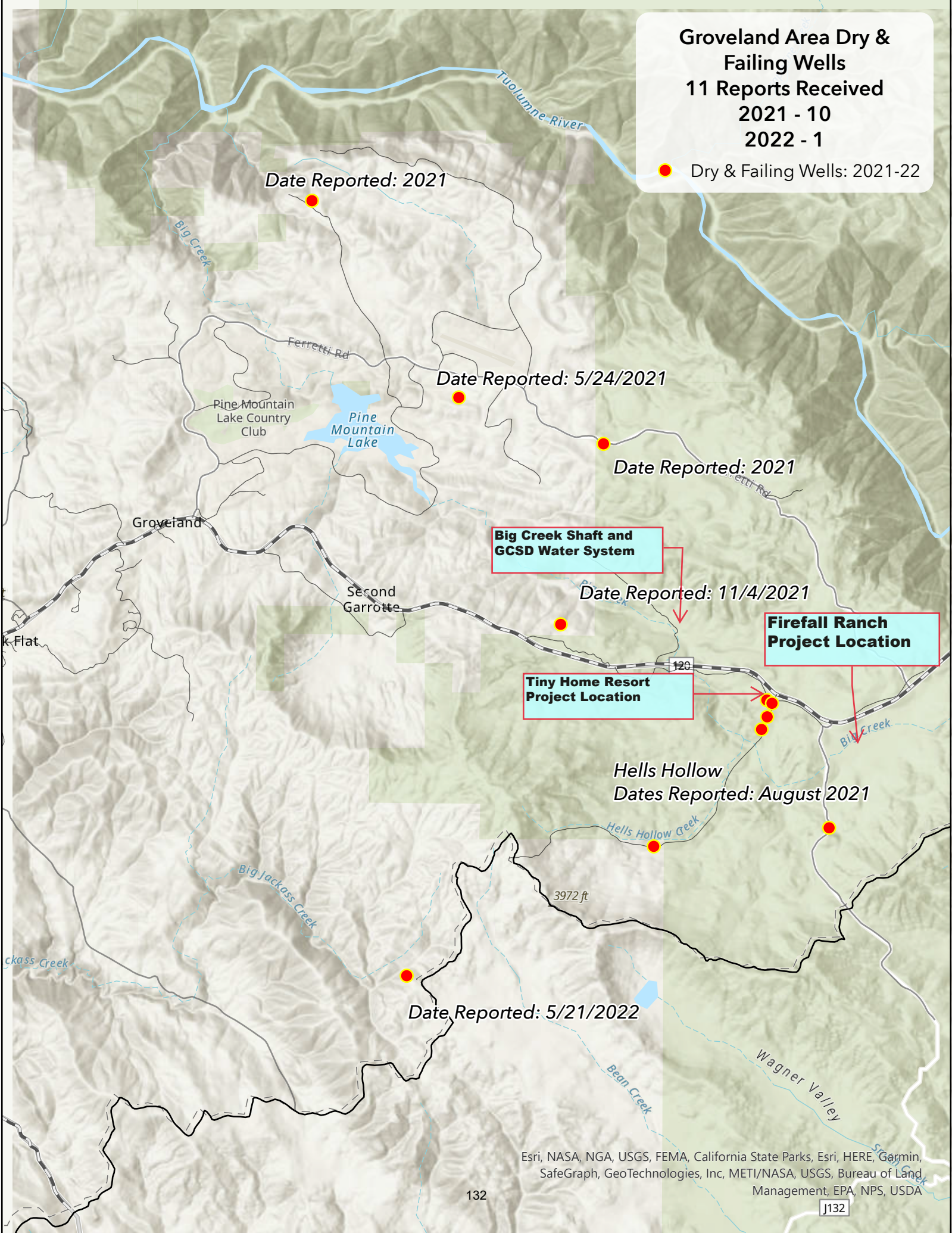
None at this time

**ATTACHMENTS:**

Project Location Map

**Groveland Area Dry & Failing Wells**  
**11 Reports Received**  
**2021 - 10**  
**2022 - 1**

● Dry & Failing Wells: 2021-22



**TO:** GCS D Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7G: Adoption of a Resolution Authorizing the General Manager to Execute an Internet Exchange Agreement with Sierra Nevada Communication

---

**RECOMMENDED ACTION:**

I move to adopt Resolution 14-2024 authorizing the General Manager to execute an Internet Exchange Agreement with Sierra Nevada Communication.

**BACKGROUND:**

This item is before the Board today at the request of the District's IT Manager, Steve Rogers. Steve contacted several internet providers to evaluate the feasibility of providing internet access to all of the District's external locations including all lift stations, pump stations and water tanks. Sierra Nevada Communications provided the most efficient local area network services that will provide a combination of Fiber Internet and LAN connectivity for improved remote communication, control and monitoring of all 25 external sites and will provide one gigabit of symmetrical fiber internet service for the District office to replace the current AT&T fiber internet.

With execution of this Exchange Agreement Sierra Nevada Communications will provide the District with the following:

- 25 MBP downloads with 5 Mbps upload to each remote site to improve GCS D control, camera monitoring and reliability at each site.
- One Gigabit Fiber Internet with Wireless Failover for GCS D Office with no data caps.
- Unlimited Bandwidth

Steve Rogers will be in attendance for further explanation and for the Board to ask any questions regarding this Exchange Agreement.

**FISCAL IMPACT:**

1. Increase Capital Outlay fund share for Internet Exchange & Upgrade Project in the amount of \$30,000

**ATTACHMENTS:**

1. Exchange Agreement
2. Resolution 14-2024



## Internet Exchange Agreement

This Internet Exchange Agreement (Agreement) is entered into on \_\_\_\_\_ between **Sierra Nevada Communications, LLC (SNC)** and **Groveland Community Services District (GCSD)**.

The purpose of this Agreement is for SNC to provide Internet and Local Area Network (LAN) services to 25 GCSD remote sites including a One Gigabit Symmetrical Fiber Internet Service to the GCSD Main Office, as provided herein. This Agreement leverages a unique synergy of services to enhance both utilities in serving the Groveland Community. It improves bandwidth, control, monitoring, and reliability for GCSD while providing reliable and resilient power for SNC communication services.

### Services Provided:

1. **Internet with Local Area Network Service (I-LAN) for GCSD Remote Sites.** SNC shall provide a combination of Internet and LAN connectivity, referred to herein as the **“I-LAN Services,”** to **25 GCSD remote sites** for improved remote communication, control, and monitoring. SNC shall install a Cable Modem for sites connecting to SNC Hybrid Fiber Coax (HFC) or an Optical Network Terminal (ONT) for sites connecting to SNC fiber. Some remote sites will be connected to the I-LAN via a wireless receiver/transmitter mounted at the remote site. In addition, SNC shall provide a wireless access point at each site for mounting on the outside of the GCSD control box to provide local wireless access to the I-LAN for GCSD.
2. **One Gigabit Symmetrical Fiber Internet Service with Wireless Failover for GCSD Main Office.** To improve bandwidth and reliability for the GCSD Main Office, SNC shall install a One Gigabit Symmetrical Fiber Internet Service with Wireless Failover, referred to herein as the **“Fiber Service.”** This Fiber Service connects to fiber backhaul increasing bandwidth to the GCSD Main Office with the added benefit of wireless failover in the event of backhaul interruption. Bandwidth for GCSD during wireless failover shall be prioritized over standard bandwidth needs of the Groveland Community.
3. **Unlimited Bandwidth.** SNC shall provide a minimum of **25 Mbps download** with **5 Mbps upload to each remote site** to improve GCSD control, camera monitoring and reliability at each site. I-LAN Services to the remote sites and the Fiber Services to the GCSD Main Office shall have **no data caps**. SNC internet services are provided according to its Terms of Service and Acceptable Use Policy (available on the SNC website), except for the following changes applicable to this custom Agreement: (1) references to bandwidth are overridden by the bandwidth references in this Agreement; (2) the bandwidth provided herein is not subject to any caps on data usage.
4. **Installation.**
  - a. *Accelerated Installation.* Within **45 days of this Agreement being effective**, SNC shall complete **installation of its I-LAN Services to 11 GCSD remote sites** and shall complete installation of the **Fiber Service to the GCSD Main Office**.
  - b. *Remaining Installation.* The remaining 14 GCSD remote sites shall be connected with SNC I-LAN Services within 24 months (weather permitting). SNC will work with GCSD on the priority of the remaining 14 sites to be connected to the I-LAN and schedule each I-LAN installation according to GCSD need. SNC shall work to complete I-LAN installations at the

remaining remote sites as soon as possible and shall not take longer than 24 months to complete them.

- c. The GCSD remote sites are specified in the “Specified Site List” attached and incorporated hereto.
- d. SNC shall connect to GCSD power according to its own schedule over the Agreement Term (as defined herein), but not before SNC connects the site to I-LAN Services.

### Cost:

1. **One-Time Installation Cost.** SNC’s one-time installation cost for the accelerated installation described in Section 4(a) above shall be paid with a **\$15,000 downpayment to initiate the project**, with a balance of **\$15,000 due upon completion** of SNC installing I-LAN Services to the remaining 14 GCSD sites described in Section 4(b). The installation costs are further described in the “Cost Breakdown” attached and incorporated hereto.
2. **Monthly Cost for I-LAN Services at Remotes Sites.** SNC shall provide the above I-LAN Services to the specified **25 GCSD remote sites at no monthly cost** in exchange for the right of SNC to connect to GCSD power with generator backup at all 25 remote sites.
3. **Monthly Cost for Fiber Service to GCSD Main Office.** The monthly cost for the **Fiber Service to the GCSD Main Office shall be \$350/month** before taxes and fees. Currently, taxes and fees include a 5% Franchise Fee of \$17.50 plus \$1.19 for CPUC Fees and a \$0.77 FCC User Fee. Accordingly, the total monthly cost with taxes and fees for the Fiber Service to the GCSD Main Office **shall total \$369.46/month**. Price and SNC provision of this Fiber Service to the GCSD Main Office shall be subject to review every 5 years. Any change to the monthly cost during the Agreement Term shall be subject to mutual agreement between the parties hereto.

### Performance, Equipment, and Use of GCSD Sites:

1. With execution of this Agreement, GCSD agrees to provide SNC with access and use of the GCSD remote sites, as necessary for SNC to perform the services under this Agreement. SNC shall have access at all times to each installed site for maintenance and service. For any GCSD remote sites that are secured, SNC shall provide notice to GCSD prior to entering the secured site. Operating under a State Franchise Agreement, SNC may have inherent permission for access where appropriate. SNC shall obtain an encroachment permit for each remote site, as may be required by GCSD. In the event of termination of this Agreement, all SNC access and use rights of GCSD property and sites shall be deemed terminated.
2. SNC shall be responsible for maintaining, replacing and reconfiguring equipment at each site such that SNC meets GCSD functional requirements and there is sufficient bandwidth at each site to accommodate GCSD needs, as they may change throughout the Agreement Term.
3. SNC will maintain all equipment and infrastructure it installs and immediately respond within 24 hours to any GCSD service requests for the I-LAN.
4. GCSD shall provide a 20 amp 120 -240 circuit with breaker and a suitable location at each site for SNC installation of control box enclosures for SNC equipment and locks.
5. SNC power load at each remote site is governed by the number of network amplifiers the site will support. SNC estimates its average power load per site to be about 360 watts. However, this power load may vary. Based on budget and project planning, SNC will begin connecting to power at sites gradually after the initial 45 days of I-LAN installation. Over the Agreement Term, it is likely that SNC may connect to power at the 11 I-LAN sites first (according to SNC priority in the Specified Site List). SNC is gradually upgrading its network to fiber which does not require power for amplifiers. As SNC progresses its fiber upgrade, the need for amplifier power from the remote sites will diminish over time.

6. At the GCSD control box at each site, through cooperation with and guidance from GCSD, SNC shall install a Cable Modem for sites connecting to HFC coax or an Optical Network Terminal (ONT) for sites connecting to SNC fiber. Some remote sites will be connected to the I-LAN via a wireless receiver mounted at the remote site. In addition, SNC shall provide a wireless access point for mounting on the outside of the GCSD control box to provide local wireless access to the I-LAN for GCSD. GCSD shall be responsible for maintaining secure access to the I-LAN.
7. Each party shall inform the other of any failure to meet the specifications herein or any need for service. The servicing party shall respond immediately but no later than 24 hours and have up to 7 days to provide the requested service/remedy or inform the requesting party of a mutually acceptable time frame to do so.
8. Agreement Term: This Agreement shall have a 5-year term, with the mutual option to renew every 5 years (Agreement Term). This Agreement shall be automatically extended for another 5-year term if either party fails to provide written notice of termination.

### **Liability and Insurance:**

1. Each party shall be responsible for and liable for the operation of their own equipment and work.
2. Each party shall carry their own insurance policies to protect against and minimize potential losses or damages caused by performance of this Agreement.
3. Each party shall indemnify and hold the other harmless for any consequence arising from the operation of their own equipment.
4. SNC agrees to exercise due care on the sites owned or controlled by GCSD. SNC shall be responsible for any damage it causes to GCSD real or personal property during the performance of this Agreement.

### **Representatives and Contacts:**

The parties below shall be responsible for the administration of this Agreement. All notices and communications shall be directed to the individuals below. Emails shall be deemed received on the date shown on the sent email. The parties shall update the individuals and contact information as necessary to carry out the terms of this Agreement.

SNC: Tim Holden, 209-588-9601, [holden@gosnc.com](mailto:holden@gosnc.com)

GCSD: Steve Rogers (IT Systems Manager), 530-368-9578, [srogers@gcsd.org](mailto:srogers@gcsd.org)  
Pete Kampa (General Manager), 209-962-7161 (ext. 1024), [pkampa@gcsd.org](mailto:pkampa@gcsd.org)

### **General Provisions:**

1. This Agreement constitutes the entire understanding between the parties concerning the subject matter herein and supersedes all prior agreements.
2. Any modifications or amendments to this Agreement must be made in writing and signed by both parties.
3. This Agreement shall be governed by the laws of California. Venue shall be in Tuolumne County.
4. This Agreement may be executed simultaneously or in several counterparts, each of which together shall constitute the same instrument.

This Agreement shall be deemed effective as of the dates set forth below.

**Signed:**

On behalf of  
Sierra Nevada Communications, LLC

On behalf of  
Groveland Community Services District

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Specified Site List

Site			I-LAN Sites within*		Sites for Power**
#	Name	Address	45 days	24 months	
-	GCSD Main Office Fiber Service	18966 Ferretti Rd.	1		
1	Tank 1	Tank #1 Behind Tenaya School	1		
2	Tank 2	Tank #2 top of Jones Hill Court 19040		X	9
3	Tank 3	Tank #3 12091 Alcan Court		X	10
4	Tank 4	Tank #4 at Airport		X	**
5	Tank 5	Tank #5 18790 Vernal Drive	4		**
6	Butler Bypass Pump St.	19730 Butler Way		X	**
7	Dunn Crt Pump House	Cabin by lake at Dunn Ct. Park	5		8
8	AWS	12740 Par Court. Maintenance Yard		X	
9	Highlands Pump St.	Bairds Road		X	7
10	LS 1	20188 Lower Skyridge Dr	11		**
11	LS 2	20036 Lower Skyridge Dr	10		**
12	LS 3	12485 Cassaretto Ct		X	11
13	LS 4	12494 Cassaretto Ct	7		**
14	LS 5	19560 Grizzly Cir		X	12
15	LS 6	19354 Pine Mountain Dr	2		2
16	LS 7	12475 Tannahill Dr	3		1
17	LS 8	19745 Pleasant View Dr	8		**
18	LS 9	19980 Pleasant View Dr		X	6
19	LS 10	13145 Jackson Mill Dr		X	3
20	LS 11	13360 Yorkshire Rd		X	5
21	LS 12	12792 Cresthaven Dr		X	4
22	LS 13	20444 Rock Canyon Way	6		**
23	LS 14	20913 Big Foot Cir	9		13
24	LS 15	20104 Pine Mountain Dr		X	**
25	LS 16	17401 Hwy 120		X	14

\* Installation of SNC Fiber Service to the GCSD Main Office and I-LAN Services for the 11 GCSD sites listed above are to be completed within 45 days. The 11 accelerated sites listed above are numbered according to SNC anticipated priority. The remaining 14 sites are to be completed with I-LAN Services within 24 months and scheduled according to GCSD need and priority.

\*\*SNC shall have the option to connect to GCSD power at all 25 sites. SNC anticipates connecting to the above sites for power according to the above priority and its discretion over the Agreement Term. SNC may choose to connect to the non-numbered sites later in the Agreement Term.



## Breakdown of Project Cost

<b>SNC COST to INSTALL I-LAN at 25 SITES</b>	<b>\$/UNIT</b>	<b>Qty</b>	<b>TOTAL</b>
CPE Routers	\$120	25	\$3,000
CPE MODEMS	\$50	6	\$300
CPE FIBER	\$50	9	\$450
WIRELESS AP	\$100	6	\$600
WIRELESS STATIONS	\$65	7	\$455
WIFI ACCESS POINTS	\$99	25	\$2,475
WIRE & ACCESSORIES			\$2000
<b>SUB- TOTAL EQUIPMENT</b>			<b>\$9,280</b>
TAXES & SHIPPING			\$900
TOTAL EQUIPMENT			\$10,180
LABOR HOURS	\$80	200	\$16,000
GIG FIBER INSTALL for GCSD MAIN OFFICE	\$5,000		\$5,000
<b>COST ABSORBED BY SNC</b>			<b>(\$1,180)</b>
<b>TOTAL SNC COST for I-LAN INSTALLATION</b>			<b>\$30,000</b>

**Resolution No. 14-2024**

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS AUTHORIZING THE GENERAL MANAGER TO EXECUTE  
AN INTERNET EXCHANGE AGREEMENT WITH SIERRA NEVADA  
COMMUNICATION**

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

**WHEREAS**, the District initiated requested for reliable Internet Services from three different local providers, and

**WHEREAS**, the district received an Internet Exchange Agreement on May 28, 2024 to provide Internet to twenty five (25) external locations and the District Office, and

**WHEREAS**, on review of the Agreement staff recommends the approval of the District to enter into an Exchange Agreement with Sierra Nevada Communications for Internet Services.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY** approve Resolution 14-2024 authorizing the General Manager to Execute an Internet Exchange Agreement with Sierra Nevada Communication.

**PASSED AND ADOPTED** by the Board of Directors of the Groveland Community Services District on June 11, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVE:

\_\_\_\_\_  
Nancy Mora, Board President

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 11, 2024.

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



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 11, 2024

**SUBJECT:** Agenda Item 7H: Adoption of a Resolution Awarding the Lowest Bidder Njirich and Sons Inc. for the Mary Laveroni Park Asset and Beautification Project and Authorizing the General Manager to Execute Agreement and Related Documents

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### **RECOMMENDED ACTION:**

I move to adopt Resolution 15-2024 Awarding the Lowest Bidder Njirich and Sons Inc. for the Mary Laveroni Park Asset and Beautification Project and Authorizing the General Manager to Execute Agreement and Related Documents.

### **BACKGROUND:**

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

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

AM Consulting Engineers prepared plans and specifications for the Mary Laveroni Park Improvements Rebid Project. The Project consists mainly of demolition of existing infrastructure, earthwork/grading, concrete construction, public restroom furnish/installation and construction of wooden shade structures.

The award of the Project is based on the lowest responsive base bid amount.

**DISCUSSION:**

A total of two bids were received at the Groveland CSD office on May 29, 2024. The low bid was submitted by Njirich & Sons, Inc. in the amount of \$630,000.00. The bid results were as listed:

<u>Contractor</u>	<u>Total Bid</u>
Njirich & Sons, Inc.	\$630,000.00
Moyle Excavation	\$737,410.00

**FISCAL IMPACT:**

Construction costs for the Mary Laveroni Park Improvements Rebid Project will be covered in part by the Clean California Grant and remaining by the Groveland CSD. Costs for these improvements were included in the adopted fiscal year 2023/2024 final budget for parks.

**ATTACHMENTS:**

1. Bid Tabulation
2. Project Costs if Awarded to Njirich & Sons, Inc.
3. Notice of Award
4. Agreement
5. Resolution 15-2024

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

Item No.	Item Description	Estimated Quantity	Units	Engineers Estimate		Njirich and Sons		Moyle Excavation	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
<b>Base Bid</b>									
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$50,000	\$50,000	\$50,000	\$50,000	\$60,585	\$60,585
2	Demolition	1	LS	\$40,000	\$40,000	\$50,000	\$50,000	\$33,075	\$33,075
3	Earthwork/Grading	1	LS	\$40,000	\$40,000	\$33,000	\$33,000	\$44,725	\$44,725
4	Pathway Improvements	1	LS	\$65,000	\$65,000	\$152,000	\$152,000	\$167,740	\$167,740
5	Wood Structures (Bus Shelter and Shade Structure)	1	LS	\$110,000	\$110,000	\$140,000	\$140,000	\$116,150	\$116,150
6	Miscellaneous Site Improvements	1	LS	\$65,000	\$65,000	\$85,000	\$85,000	\$83,775	\$83,775
7	Landscape Planting	1	LS	\$10,000	\$10,000	\$20,000	\$20,000	\$79,615	\$79,615
8	Bathroom Improvements	1	LS	\$60,000	\$60,000	\$30,000	\$30,000	\$64,030	\$64,030
9	Owner Furnished/Contractor Installed Improvements	1	LS	\$40,000	\$40,000	\$40,000	\$40,000	\$39,040	\$39,040
10	Jefferson Loop Roadway Redevelopment (Filling, Clearing, Stripping, Grubbing and Grading)	1	LS	\$20,000	\$20,000	\$30,000	\$30,000	\$48,675	\$48,675
<b>Total Base Bid Price</b>					<b>\$500,000</b>		<b>\$630,000</b>		<b>\$737,410</b>

**Groveland Community Services District  
Mary Laveroni Community Park Improvements Rebid Project  
Njirich & Sons Construction Costs**

Item No.	Item Description	Estimated Quantity	Units	Njirich and Sons	
				Unit Price	Item Total
<b>Base Bid</b>					
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$50,000	\$50,000
2	Demolition	1	LS	\$50,000	\$50,000
3	Earthwork/Grading	1	LS	\$33,000	\$33,000
4	Pathway Improvements	1	LS	\$152,000	\$152,000
5	Wood Structures (Bus Shelter and Shade Structure)	1	LS	\$140,000	\$140,000
6	Miscellaneous Site Improvements	1	LS	\$85,000	\$85,000
7	Landscape Planting	1	LS	\$20,000	\$20,000
8	Bathroom Improvements	1	LS	\$30,000	\$30,000
9	Owner Furnished/Contractor Installed Improvements	1	LS	\$40,000	\$40,000
10	Jefferson Loop Roadway Redevelopment (Filling, Clearing, Stripping, Grubbing and Grading)	1	LS	\$30,000	\$30,000
<b>Total Base Bid Price</b>					<b>\$630,000</b>

**SECTION 005100  
NOTICE OF AWARD**

Date: 6/11/2024

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Project: MARY LAVERONI COMMUNITY PARK IMPROVEMENTS REBID	
Owner: Groveland CSD	Owner's Contract No.:
Contract: MARY LAVERONI COMMUNITY PARK IMPROVEMENTS REBID	Engineer's Project No.:
Bidder: Njirich & Sons, Inc.	
Bidder's Address: 19970 Kelly Dr, Sonora, CA, 95370	

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You are notified that your Bid dated May 29, 2024 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Mary Laveroni Community Park Improvements Rebid Project.

The Contract Price of your Contract is six hundred thirty thousand Dollars (\$630,000.00)

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

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

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

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

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

Within 15 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

---

Owner

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

Authorized Signature

---

Title

Copy to Engineer

END OF SECTION



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

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

**ARTICLE 1 - WORK**

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents.
- A. The major work consists of improvements to the Groveland CSD Mary Laveroni Community Park including the installation of owner furnished/owner installed prefabricated restroom, owner furnish/contractor installed park appurtenances (wayfinding signs/posts, Type A/B benches, trash/recycling receptacles, bike racks, wayfinding kiosk, interpretive signs, trail markers and picnic tables) and contractor furnished/contractor installed improvements such as demolition, earthwork/grading, concrete pathways, concrete foundation, erosion control, and wood structures construction.
- 1.02 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows: MARY LAVERONI COMMUNITY PARK IMPROVEMENTS REBID PROJECT.

**ARTICLE 2 - ENGINEER**

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

**ARTICLE 3 - CONTRACT TIMES**

- 3.01 Time of the Essence
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- 4.02 *Days to Achieve Substantial Completion and Final Payment*
- A. The Work will be substantially completed within One Hundred Twenty (120) calendar days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within One Hundred Fifty (150) days calendar days after the date when the Contract Times commence to run.
- B. All work must be completed and fully operation by no later than **December 31, 2024**.
1. Liquidated damages in the amount of \$5,000 per calendar day will be assessed for all work conducted past December 31, 2024, and will continue to accrue until the Project is ready for final payment/notice of completion has been executed.
- 4.03 *Liquidated Damages*
- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$1,000 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is

substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$1,000 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

#### **ARTICLE 5 – CONTRACT PRICE**

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, below:
- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

#### **ARTICLE 6 – PAYMENT PROCEDURES**

##### *6.01 Submittal and Processing of Payments*

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

##### *6.02 Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 20<sup>th</sup> day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.
- a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
- b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

##### *6.03 Final Payment*

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

#### **ARTICLE 7 – INTEREST**

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

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

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

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

## **ARTICLE 9 – CONTRACT DOCUMENTS**

### **9.01 Contents**

- A. The Contract Documents consist of the following:
  - 1. This Agreement.
  - 2. Performance bond.
  - 3. Payment bond.
  - 4. General Conditions.
  - 5. Supplementary Conditions.
  - 6. Technical Specifications.
  - 7. Drawings
  - 8. Addenda (numbers 0 to 1, inclusive).
  - 9. Exhibits to this Agreement (enumerated as follows):
    - a. Contractor's Bid.

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

## **ARTICLE 10 – MISCELLANEOUS**

### 10.01 *Terms*

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

### 10.02 *Assignment of Contract*

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

### 10.03 *Successors and Assigns*

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

### 10.04 *Severability*

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

### 10.05 *Contractor's Certifications*

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

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

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

This Agreement will be effective on June 11, 2024 (which is the Effective Date of the Agreement).

OWNER:

CONTRACTOR

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

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

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

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

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

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

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

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

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

(Where applicable)

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

## **Exhibit A – Contractor’s Bid**

**SECTION 004100  
BID FORM**

Project Identification: MARY LAVERONI COMMUNITY PARK IMPROVEMENTS REBID

**ARTICLE 1 - BID RECIPIENT**

- 1.01 This Bid Is Submitted To: **GROVELAND COMMUNITY SERVICES DISTRICT (GCSD)**
- 1.02 Seal the bid in an envelope addressed to the Owner and marked:  
BID FOR MARY LAVERONI COMMUNITY PARK IMPROVEMENTS REBID PROJECT.
- 1.03 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS**

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

**ARTICLE 3 - BIDDER'S REPRESENTATIONS**

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

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>01</u>	<u>05/16/2024</u>
_____	_____
  - B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  - C. Bidder is familiar with and is satisfied as to all Federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
  - D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazard Environmental Conditions, if any, at the Site that have been identified in SC-4.06 as containing reliable "technical data."
  - E. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods,



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

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

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

4.01 Bidder further represents that:

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

**ARTICLE 5 - BASIS OF BID**

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

Item No.	Item Description	Estimated Quantity	Units	Unit Price	Item Total
<b>Base Bid</b>					
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	\$ 50,000.00	\$ 50,000.00
2	Demolition	1	LS	\$ 50,000.00	\$ 50,000.00
3	Earthwork/Grading	1	LS	\$ 33,000.00	\$ 33,000.00
4	Pathway Improvements	1	LS	\$ 152,000.00	\$ 152,000.00
5	Wood Structures (Bus Shelter and Shade Structure)	1	LS	\$ 140,000.00	\$ 140,000.00
6	Miscellaneous Site Improvements	1	LS	\$ 85,000.00	\$ 85,000.00
7	Landscape Planting	1	LS	\$ 20,000.00	\$ 20,000.00
8	Bathroom Improvements	1	LS	\$ 30,000.00	\$ 30,000.00
9	Owner Furnished/Contractor Installed Improvements	1	LS	\$ 40,000.00	\$ 40,000.00
10	Jefferson Loop Roadway Redevelopment (Filling, Clearing, Stripping, Grubbing and Grading)	1	LS	\$ 30,000.00	\$ 30,000.00
<b>Total Base Bid Price</b>					<b>\$ 630,000.00</b>

Total Base Bid Price                     six hundred thirty thousand dollars                     (\$ 630,000.00 )  
 (use words)

**ARTICLE 6 - TIME OF COMPLETION**

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

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

**ARTICLE 7 - ATTACHMENTS TO THIS BID**

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

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

**ARTICLE 8 - DEFINED TERMS**

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

**ARTICLE 9 - BID SUBMITTAL**

9.01 This Bid is submitted by:

If Bidder is:

**An Individual**

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

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

*(Individual's signature)*

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

**A Partnership**

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

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

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

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

**A Corporation**

Corporation Name: Njirich & Sons, Inc.

State or Jurisdiction of Incorporation: California

Type (General Business, Profession, Service, Limited Liability): General Business

By: Shelly Njirich

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

Name (typed or printed): Shelly Njirich

Title: President

Attest Kimberlie A. Magney

*(Signature of Corporate Secretary)*

Date of Qualification to do business in CA [State or other jurisdiction where Project is located] is 5/2/1988

**A Joint Venture**

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

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

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

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

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

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

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

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

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

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

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

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

Bidder's Business address: 19970 Kelly Dr, Sonora, CA. 95370

Business Phone No. ( 209 ) 533-2268

Business FAX No. ( 209 ) 533-9076

Business E-Mail Address shelly@njirichandsons.com

State Contractor License No. 573731 . (If applicable)

Employer's Tax ID No. 77-0181970

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

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

9.02 Bid submitted on May 29, \_\_\_\_\_, 2024.

END OF SECTION

SECTION 004200  
NONCOLLUSION AFFIDAVIT

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

Shelly Njirich  
Bidder

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

On this \_\_\_\_\_ day of \_\_\_\_\_ 2024, before me personally came \_\_\_\_\_ to me known, or proven to be on the basis of satisfactory evidence, who being duly sworn, did depose and say: that \_\_\_\_\_ is an authorized representative of the \_\_\_\_\_ and acknowledged to me that \_\_\_\_\_ executed the within instrument on behalf of said Bidder.

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

See attached  
Notary Public

END OF SECTION

**ACKNOWLEDGMENT**

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

State of California  
County of Tuolumne

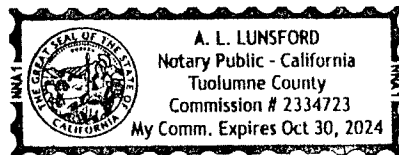
On May 23, 2024 before me, A L Lunsford, Notary Public  
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature  (Seal)



**SECTION 004300  
BID BOND**

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

BIDDER (Name and Address):

Njirich & Sons Inc.  
19970 Kelly Drive  
Sonora, CA 95370

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

Travelers Casualty and Surety Company of America  
11090 White Rock Rd. Suite 100  
Rancho Cordova, CA 95670

OWNER (Name and Address):

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

BID

Bid Due Date: May 29, 2024

Description: MARY LAVERONI COMMUNITY PARK IMPROVEMENTS REBID

BOND

Bond Number: 48

Date (Not earlier than Bid due date):

Penal sum	<u>Ten Percent</u>		<u>\$ 10%</u>
	(Words)		(Figures)

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

**BIDDER**

**SURETY**

Njirich & Sons Inc. (Seal)  
Bidder's Name and Corporate Seal

Travelers Casualty and Surety Company of America (Seal)  
Surety's Name and Corporate Seal

By: Sholley Njirich  
Signature

By: Shirley Baugh  
Signature (Attach Power of Attorney)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Shirley Baugh  
\_\_\_\_\_  
Print Name

Attorney-in-Fact  
\_\_\_\_\_  
Title Attorney-in-Fact

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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



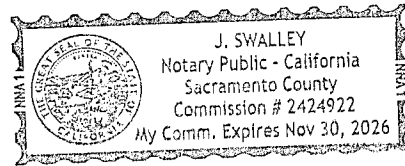
**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

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

State of California )  
County of Sacramento )  
On 5-21-24 before me, J. Swalley, notary public  
*Date Here Insert Name and Title of the Officer*  
personally appeared Shirley Baugh  
*Name(s) of Signer(s)*

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



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

WITNESS my hand and official seal.

Signature J. Swalley  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_  Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General  Partner —  Limited  General

Individual  Attorney in Fact  Individual  Attorney in Fact

Trustee  Guardian or Conservator  Trustee  Guardian or Conservator

Other: \_\_\_\_\_  Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_ Signer Is Representing: \_\_\_\_\_



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**


**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Shirley Baugh** of **SACRAMENTO, California**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

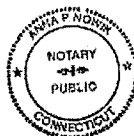
City of Hartford ss.

By:   
 Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**



  
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **21st** day of **May**, **2024**



  
 Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**

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

END OF SECTION

SECTION 004700  
CONTRACTORS CERTIFICATION REGARDING  
WORKERS' COMPENSATION INSURANCE

State of California

County of Tuolumne

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

Name of Bidder: Njirich & Sons, Inc.

Signature: Shelly Njirich

Name: Shelly Njirich

Title: President

Date: 5/29/2024

END OF SECTION

**SECTION 004800  
LIST OF SUBCONTRACTORS**

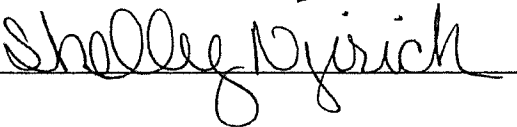
Each bidder shall complete the information listed below for each of the Subcontractors who will perform a portion of the Contract work.

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

Description of Work	Percent of Total Contract	Subcontractor's Name	Subcontractor Location of Business	License Number	DIR Number
1 Concrete and Wood Structures	33 %	James Roberson Construction, Inc.	Tuolumne, CA	981533	1000595117
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

(Add additional sheets if necessary)

BIDDER: Njirich & Sons, Inc.

Signature: 

Date: May 29, 2024

END OF SECTION

# Corporate Authorization Resolution

OAK VALLEY COMMUNITY BANK  
125 N. 3RD AVE.  
OAKDALE, CA 95361

By: NJIRICH AND SONS INC  
19970 KELLY DR  
SONORA, CA 95370

**NEW CARD**  
Date Revised 3/31/17  
Initials SP  
Prior Card Dated 11/05/13  
Changes(s) Added Signers

Referred to in this document as "Financial Institution"      Referred to in this document as "Corporation"

I, KIMBERLIE A MAGNEY, certify that I am Secretary (clerk) of the above named corporation organized under the laws of CALIFORNIA, Federal Employer I.D. Number 77-0181970, engaged in business under the trade name of NJIRICH AND SONS, INC., and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 3/31/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**Agents.** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
STEVE NJIRICH / CFO		
A. _____ SHELLY NJIRICH / PRESIDENT	X <u>Steve Njirich</u>	X _____
B. _____ KIMBERLIE A MAGNEY / SECRETARY	X <u>Shelly Njirich</u>	X _____
C. _____ CORY M NJIRICH / VICE-PRESIDENT	X <u>Kim A Magney</u>	X _____
D. _____	X <u>Cory Njirich</u>	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Project Title	Contact Information for Project	Description of Project	Year Project was completed	N&S Contract Amount	Overall Project Amount
Twain Harte Meadows Park Project (95% Complete)	Twain Harte Community Services District Tom Trott (209) 586-3172	Project involves excavation, construction of a pavilion, installation support for a prefab restroom, placement of approx 5,000 SF of decomposed pathways, planting, irrigation work and underground utility work	In progress	\$ 1,117,146.00	Prime
Oakdale Irrigation District Tunnels 3 and 4 Rehabilitation	Oakdale Irrigation District Joe Kosakiewicz (209) 840-5546	Project Work will consist of improvements to the District's existing North Main Canal Tunnels 3 and 4 (approx 2000 LF) including scaling loose rock and over-excavating existing tunnel sidewalls, crown and invert; installing new rock dowels at portals and, if needed, in tunnels; placing new shotcrete lining in tunnel and placing new concrete invert	Feb-24	\$ 6,687,595.00	Prime
2023 Storm Damage Repairs Buchanan Road - County of Tuolumne	County of Tuolumne - Public Works Blossom Scott-Heim (209) 533-5904 bsh@tuolumnecounty.ca.us	Emergency repairs throughout the months of January to June. Work included immediate mobilization, removal of slide material, off haul, slope restabilization, rock protection, guard rail repair, excavation and replacement of damaged culverts.	Jun-23	\$ 725,000.00	Prime
Berkeley Tuolumne Camp - 2023 Storm Damage Repair	City of Berkeley Liza McNulty (510) 981.6437	Grading and compaction with native soils adjacent to accessible pathways where pathways had been undercut by erosion and replacement of decomposed granite material.	Jun-23	\$ 75,000.00	Prime
Roundabout at SR-108/49 and People of the Mountain Road	Chicken Ranch Rancheria Lloyd Mathieson (209)226-8190	Excavation work of 5000 CY material, realignment and construction of roundabout intersection, maintaining fully operational highway, culvert installation, drainage inlet installation, installation of steel casing pipes for utilites, multi phased operation, erosion control device installation, concrete work, paving and striping work	Jun-23	\$ 5,100,000.00	Prime
Berkeley Tuolumne Camp (subcontractor)	City of Berkeley Liza McNulty (510) 981.6437	Mass excavation and grading work of approx 13,000 CY of material, rock breaking and blasting, construction of decomposed granite pathways, rockery wall installation, flatwork, finish slope and sub-grade grading, Class II aggregate base rock and paving work	Apr-22	\$ 2,458,000.00	\$ 36,000,000.00

Gopher Tank Replacement Project	Tuolumne Utilities District Jennifer Batt (209) 532-5536 ext 526 JBatt@tudwater.com	Remove and Replace of 600k gal. water storage tank and installation of new treated water transfer pump station	Dec-20	\$	1,700,000.00	Prime	
Crystal Falls Techite Pipeline Replacement Project	Tuolumne Utilities District Gaddiel Demattei (209) 532-5536 ext. 519 GDeMattei@tudwater.com	Remove obsolete techite pipe and install new 2500 lineal feet of pipeline between treatment plant and storage tank.	Nov-20	\$	414,224.00	Prime	
Mono Vista Tank Replacement Project	Tuolumne Utilities District Jennifer Batt (209) 532-5536 ext 526 JBatt@tudwater.com	Remove and replace old water storage tank with new 400k gal. tank with exterior roof and stairway. Installation of new check valves, tank inlet and outlet vaults	Jan-20	\$	811,993.00	Prime	
Warnerville Substation Rehabilitation (subcontractor)	RES-System 3 Mark Waldman (415) 551-3000	Installed waterline , communication/power, saw cutting & removal of asphalt/concrete in order for installation.	Dec-19	\$	2,297,044.00	\$	30,000,000.00
Don Pedro Water Service Repair	Pete Kampa (209) 591-7100	Consisted of 100 water service repairs and new install, Fire hydrants, water mainline repairs/new install, new water wells, temporary asphalt repair and permanent. Material used included C900 piping and HDPE poly	Oct-19	\$	2,085,000.00	Prime	
Tuolumne City Water Main Replacement	Tuolumne Utilities District Gaddiel Demattei (209) 532-5536 ext. 519 GDeMattei@tudwater.com	Project included install of new water main and replacing water services. Majority of work included excavation within the right of way and included temporary paving work.	Sep-19	\$	524,560.00	Prime	
Kewin Mill Road Emergency Culvert Replacement Project	County of Tuolumne - Public Works Blossom Scott-Heim (209) 533-5904 bsh@tuolumnecounty.ca.us	Emergency excavation of damaged culvert and installation of 3 - 72" dia culvert pipes, off haul of unsuitable material, backfilled with slurry and rip rapped, roadway rebuilt and installation of new erosion control devices	May-19	\$	720,000.00	Prime	



**Resolution No. 15-2024**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND  
COMMUNITY SERVICES DISTRICT AUTHORIZING THE AWARD OF THE  
MARY LAVERONI PARK IMPROVEMENTS REBID PROJECT TO NJIRICH &  
SONS, INC. AND TO AUTHORIZE THE GENERAL MANAGER TO SIGN AN  
AGREEMENT ON BEHALF OF THE DISTRICT**

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

**WHEREAS**, the District has the authority to construct, operate and maintain the Mary Laveroni Park; and

**WHEREAS**, the District needs to complete repairs and improvements to the Mary Laveroni Park existing facilities; and

**WHEREAS**, the proposed improvements will be paid for in part by a Clean California Grant; and

**WHEREAS**, the proposed improvements will be paid for in part by Groveland CSD funding that was included in the adopted fiscal year 2023/2024 final budget; and

**WHEREAS**, AM Consulting Engineers prepared plans and specifications for the Mary Laveroni Park Improvements Rebid Project; and

**WHEREAS**, the Project was advertised on May 11, 2024 in the Union Democrat; and

**WHEREAS**, a mandatory pre-bid meeting was held on May 15, 2024 where five (5) contractors attended; and

**WHEREAS**, the bids received were publicly opened and read on May 29, 2024; and

**WHEREAS**, the District has the authority to reject any and all bids, or to award the contract to the lowest responsive bidder; and

**WHEREAS**, Njirich & Sons, Inc. bid dated May 29, 2024 is included herein for reference and we are to be included in the contract documents as detailed in the project specifications.

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

1. The General Manager is authorized to issue Notice of Award to the lowest bidder Njirich & Sons, Inc.
2. The General Manager is authorized to execute the construction contract to the lowest bidder Njirich & Sons, Inc. in the amount of \$630,000.00 after the Contractor's Performance and Payment Bonds are received.
3. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 15% increase in the original bid and contract amount.
4. The General Manager is authorized to negotiate deductive (cost) change order that result in a comparable work product.
5. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to approve and process Contractor payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
7. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

**PASSED AND ADOPTED** by the Board of Directors of the Groveland Community Services District on June 11, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVE:

\_\_\_\_\_  
Nancy Mora, Board President

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on June 11, 2024.

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