



BOARD MEETING AGENDA SUBMITTAL

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

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



FY 2024-25 Budget Memorandum



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June 4, 2024

1 BUDGET OVERVIEW

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:

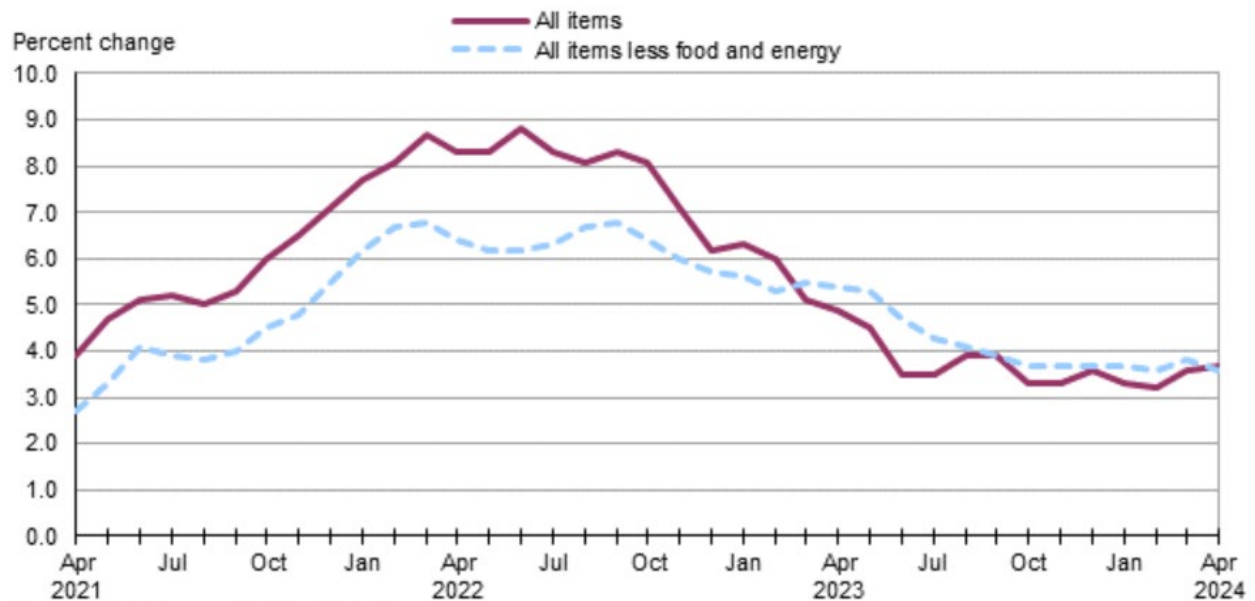
1.9.1 Administration

- 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 11th, 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

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 31st, 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

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 GCSO 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	
Beginning Total Cash Balance	4,726,513	4,726,513	3,881,064	
Beginning Restricted Cash Balance	2,052,110	2,052,110	1,866,273	
Beginning Total Unrestricted Cash Balance	2,674,403	2,674,403	2,014,791	
Revenue				
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%
TOTAL FUND REVENUE	\$ 2,747,667	\$ 2,974,434	\$ 2,832,495	-5%
Operating Expenses				
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%
TOTAL FUND EXPENSES	\$ 2,260,179	\$ 2,078,866	\$ 2,320,561	12%
Administrative Cost Allocation	1,192,786	1,048,606	1,244,360	19%
TOTAL OPERATING EXPENSES	\$ 3,452,965	\$ 3,127,471	\$ 3,564,921	14%
TOTAL OPERATING BALANCE	\$ (705,299)	\$ (153,037)	\$ (732,426)	379%
Capital Expenses and Revenue				
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%
NET CAPITAL EXPENSES	\$ 2,405,815	\$ 785,829	\$ 307,299	-61%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	
TOTAL EXPENSES (LESS GRANTS)	\$ 5,858,780	\$ 3,913,300	\$ 3,872,221	-1%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue	\$ (607,417)	\$ (607,417)	\$ (611,154)	1%
Debt Service Payments	514,000	514,000	514,000	0%
				0%
NET DEBT SERVICE	\$ (93,417)	\$ (93,417)	\$ (97,154)	1%
GRAND TOTAL EXPENSES NET REVENUE	\$ (3,017,697)	\$ (845,449)	\$ (942,572)	
ENDING TOTAL CASH BALANCE	\$ 1,708,816	\$ 3,881,064	\$ 2,938,492	
ENDING RESTRICTED CASH BALANCE	\$ -	\$ 1,866,273	\$ -	
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ 1,708,816	\$ 2,014,791	\$ 2,938,492	

Groveland Community Services District
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	SEWER			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
Beginning Total Cash Balance	2,825,243	2,855,534	2,784,313	
Beginning Restricted Cash Balance	1,128,688	1,079,589	1,077,038	
Beginning Total Unrestricted Cash Balance	1,696,555	1,775,945	1,707,275	
Revenue				
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%
TOTAL FUND REVENUE	\$ 2,438,876	\$ 2,546,153	\$ 2,506,184	-2%
Operating Expenses				
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%
TOTAL FUND EXPENSES	\$ 1,938,832	\$ 1,732,294	\$ 1,976,726	14%
Administrative Cost Allocation	801,871	698,724	829,369	19%
TOTAL OPERATING EXPENSES	\$ 2,740,703	\$ 2,431,018	\$ 2,806,095	15%
TOTAL OPERATING BALANCE	\$ (301,827)	\$ 115,134	\$ (299,910)	-360%
Capital Expenses and Revenue				
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%
NET CAPITAL EXPENSES	\$ 1,429,627	\$ 113,631	\$ 2,069,300	1721%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	
TOTAL EXPENSES (LESS GRANTS)	\$ 4,170,330	\$ 2,544,649	\$ 4,875,395	92%
Debt Service Expenses and Revenue				
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%
NET DEBT SERVICE	\$ 75,149	\$ 72,724	\$ 73,449	1%
GRAND TOTAL EXPENSES NET REVENUE	\$ (1,806,603)	\$ (71,221)	\$ (2,442,659)	
ENDING TOTAL CASH BALANCE	\$ 1,018,640	\$ 2,784,313	\$ 341,653	
ENDING RESTRICTED CASH BALANCE	\$ 1,128,688	\$ 1,077,038	\$ -	
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ (110,048)	\$ 1,707,275	\$ 341,653	

Groveland Community Services District
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	FIRE			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
Beginning Total Cash Balance	1,082,096	1,146,836	1,283,070	
Beginning Restricted Cash Balance				
Beginning Total Unrestricted Cash Balance	1,082,096	1,146,836	1,283,070	
Revenue				
Services Charges				
Fees				
Taxes	\$ 1,280,616	\$ 1,293,647	\$ 1,345,393	4%
Other Revenue	60,350	57,519	61,644	7%
TOTAL FUND REVENUE	\$ 1,340,966	\$ 1,351,165	\$ 1,407,037	4%
Operating Expenses				
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%
TOTAL FUND EXPENSES	\$ 1,540,524	\$ 1,299,852	\$ 1,823,048	40%
Administrative Cost Allocation	113,604	99,337	117,411	18%
TOTAL OPERATING EXPENSES	\$ 1,654,128	\$ 1,399,189	\$ 1,940,458	39%
TOTAL OPERATING BALANCE	\$ (313,162)	\$ (48,024)	\$ (533,421)	1011%
Capital Expenses and Revenue				
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	
NET CAPITAL EXPENSES	\$ (233,407)	\$ (184,258)	\$ (55,081)	-70%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	
TOTAL EXPENSES (LESS GRANTS)	\$ 1,420,721	\$ 1,214,932	\$ 1,885,378	55%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
NET DEBT SERVICE				
GRAND TOTAL EXPENSES NET REVENUE	\$ (79,755)	\$ 136,234	\$ (478,341)	
ENDING TOTAL CASH BALANCE	\$ 1,002,341	\$ 1,283,070	\$ 804,729	
ENDING RESTRICTED CASH BALANCE				
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ 1,002,341	\$ 1,283,070	\$ 804,729	

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Groveland Community Services District
Final Budget FY 2024/25

DISTRICT-WIDE SUMMARY	PARKS			
	Budgeted 23/24	23/24 Projected FYE	Proposed 24/25	% Diff
Beginning Total Cash Balance	191,782	620,349	546,294	
Beginning Restricted Cash Balance		259,650	217,210	
Beginning Total Unrestricted Cash Balance	191,782	360,699	329,084	
Revenue				
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%
TOTAL FUND REVENUE	\$ 184,709	\$ 202,645	\$ 197,954	-2%
Operating Expenses				
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%
TOTAL FUND EXPENSES	\$ 172,811	\$ 210,108	\$ 169,976	-19%
Administrative Cost Allocation	25,321	18,122	21,599	19%
TOTAL OPERATING EXPENSES	\$ 198,132	\$ 228,229	\$ 191,575	-16%
TOTAL OPERATING BALANCE	\$ (13,423)	\$ (25,584)	\$ 6,379	-125%
Capital Expenses and Revenue				
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%
NET CAPITAL EXPENSES	\$ 169,795	\$ 48,471	\$ 348,956	620%
Reserve Set-Aside				
Reserve for Capital Outlay	\$ -	\$ -	\$ -	0
TOTAL RESERVE SET-ASIDE	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES (LESS GRANTS)	\$ 367,927	\$ 276,700	\$ 540,530	95%
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
NET DEBT SERVICE	-	-	-	
GRAND TOTAL EXPENSES NET REVENUE	\$ (183,218)	\$ (74,055)	\$ (342,576)	
ENDING TOTAL CASH BALANCE	\$ 8,564	\$ 546,294	\$ 203,717	
ENDING RESTRICTED CASH BALANCE		\$ 217,210	\$ -	
ENDING TOTAL UNRESTRICTED CASH BALANCE	\$ 8,564	\$ 329,084	\$ 203,717	

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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				
Revenue				
Services Charges				
Fees				
Taxes				
Other Revenue				
TOTAL FUND REVENUE	-	-	-	
Operating Expenses				
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%
TOTAL FUND EXPENSES	\$ 2,133,582	\$ 1,864,789	\$ 2,212,738	19%
Administrative Cost Allocation	2,133,582	1,864,789	2,212,738	19%
TOTAL OPERATING EXPENSES				
TOTAL OPERATING BALANCE				
Capital Expenses and Revenue				
Capital Revenue (Connection/Capacity Fees, Reserve Transfer, Loans, Grants)				
Capital Outlay (Expenditures on Fixed Assets)				
NET CAPITAL EXPENSES				
Reserve Set-Aside				
Reserve for Capital Outlay				
TOTAL RESERVE SET-ASIDE				
TOTAL EXPENSES (LESS GRANTS)				
Debt Service Expenses and Revenue				
Debt Service Charge Revenue				
Debt Service Payments				
NET DEBT SERVICE				
GRAND TOTAL EXPENSES NET REVENUE				
ENDING TOTAL CASH BALANCE				
ENDING RESTRICTED CASH BALANCE				
ENDING TOTAL UNRESTRICTED CASH BALANCE				

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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	\$	%	
Service Charges						
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%	
TOTAL SERVICE CHARGES	2,554,267	2,639,882	2,584,484	(55,398)		
Fees						
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	-	-	-	-		
TOTAL FEES	82,550	110,843	86,257	(24,586)		
Grant Revenue						
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	-		
TOTAL GRANT AND LOAN REVENUE	6,734,237	513,585	10,147,645	9,271,707		
Other Non-Operating Revenue						
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
TOTAL NON-OPERATING REVENUE	110,850	223,709	161,754	(61,954)		
WATER REVENUE LESS GRANTS	2,747,667	2,974,434	2,832,495	(141,939)	-5%	
TOTAL WATER REVENUE	9,481,904	3,488,019	12,980,140	9,129,769	272%	

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
				\$	%	
Salaries						
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%	
TOTAL SALARIES	759,192	709,642	773,836	64,195		
Benefits						
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%	
TOTAL BENEFITS	307,125	307,702	304,113	(3,590)		
Retiree Medical						
Retiree Medical	50,000	66,214	69,525	3,311	5%	Estimated increase for calendar year 2025
TOTAL RETIREE MEDICAL	50,000	66,214	69,525	3,311		
Equipment, Automotive, Maintenance & Repairs						
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%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	372,150	394,567	423,236	28,669		
Outside Services						
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
TOTAL OUTSIDE SERVICES	311,250	164,658	247,445	82,787		
Cost of Water						
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
TOTAL COST OF WATER	166,341	125,819	166,341	40,522		
Other						
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
TOTAL OTHER	289,121	305,265	331,065	25,800		
Lease Expense						
Alternative Water Supply (AWS)	5,000	5,000	5,000	-	0%	
TOTAL LEASE EXPENSE	5,000	5,000	5,000	-	0%	
TOTAL WATER EXPENSES	2,260,179	2,078,866	2,320,561	241,694		
Admin Allocation Transfer Out	1,192,786	1,048,606	1,244,360	195,755	19%	
TOTAL WATER WITH ADMIN	3,452,965	3,127,471	3,564,921	437,449		
Capital Outlay						
See Capital Outlay Sheet	9,140,052	1,299,413	10,454,944	9,155,531	705%	
TOTAL CAPITAL OUTLAY	9,140,052	1,299,413	10,454,944	9,155,531		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside	-	-	-	-	-	
TOTAL RESERVE SET-ASIDE	-	-	-	-	-	
GRAND TOTAL WITH CAPITAL	12,593,017	4,426,885	14,019,866	9,592,980		

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	\$	%	
Service Charges						
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%	
TOTAL SERVICE CHARGES	2,288,026	2,330,819	2,325,447	(5,372)		
Fees						
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
TOTAL FEES	35,450	34,304	33,250	(1,054)		
Grant and Loan Revenue						
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			
SUBTOTAL GRANT AND LOAN REVENUE	4,301,884	2,600,527	1,905,340	(961,187)		
Other Non-Operating Revenue						
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
TOTAL NON-OPERATING REVENUE	115,400	181,030	147,487	(33,542)		
TOTAL SEWER REVENUE LESS GRANTS	2,438,876	2,546,153	2,506,184	(100,747)	-2%	
TOTAL SEWER REVENUE	6,740,760	5,146,679	4,411,524	(1,001,155)	-14%	

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	\$	%	
Salaries						
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%	
TOTAL SALARIES	656,108	607,284	675,229	67,944		
Benefits						
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%	
TOTAL BENEFITS	264,128	274,738	261,536	(13,202)		
Retiree Medical						
Retiree Medical	22,000	25,465	26,738	1,273	5%	Estimated increase for calendar year 2025
TOTAL RETIREE MEDICAL	22,000	25,465	26,738	1,273		
Equipment, Automotive, Maintenance & Repairs						
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%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	236,465	135,807	237,536	101,729		
Outside Services						
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
TOTAL OUTSIDE SERVICES	182,732	114,416	181,030	66,614		
Other						
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
TOTAL OTHER	577,399	574,583	594,657	20,074		
TOTAL SEWER EXPENSES	1,938,832	1,732,294	1,976,726	244,433		
Admin Allocation Transfer Out	801,871	698,724	829,369	130,644	19%	
TOTAL SEWER WITH ADMIN	2,740,703	2,431,018	2,806,095	375,077		
Capital Outlay						
See Capital Outlay Sheet	5,731,511	2,714,158	3,974,640	1,260,482	46%	
TOTAL CAPITAL OUTLAY	5,731,511	2,714,158	3,974,640	1,260,482		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside				-		
TOTAL RESERVE SET-ASIDE	-	-	-	-		
GRAND TOTAL WITH CAPITAL	8,472,214	5,145,176	6,780,735	1,635,559		

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	\$	%	
Taxes						
General Property Tax	765,601	1,293,647	1,345,393	51,746	4%	4% estimated increase per Tuolumne County Auditor
TOTAL TAXES	765,601	1,293,647	1,345,393	51,746		
Variable Revenue						
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
TOTAL VARIABLE REVENUE	7,017	19,760	20,500	740		
Grant and Loan Revenue						
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			
TOTAL GRANT AND LOAN REVENUE	379,917	375,918	118,809	(283,075)		
Other Non-Operating Revenue						
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
TOTAL NON-OPERATING REVENUE	28,319	37,758	41,144	3,386	0	
TOTAL FIRE REVENUE LESS GRANTS	800,936	1,351,165	1,407,037	(227,203)	4%	
TOTAL FIRE REVENUE	1,180,853	1,727,083	1,525,846	(227,203)		

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	\$	%	
CAL FIRE Contract						
Schedule "A" Plan	1,228,400	1,076,529	1,435,548	359,019	33%	Per CAL FIRE estimate
TOTAL CAL FIRE CONTRACTS	1,228,400	1,076,529	1,435,548	359,019		
Salaries						
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%	
TOTAL SALARIES	73,631	21,945	72,946	51,000		
Benefits						
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%	
TOTAL BENEFITS	30,713	24,375	30,412	6,036		
Retiree Medical						
Retiree Medical	2,200	1,656	1,700	44	3%	
TOTAL RETIREE MEDICAL	2,200	1,656	1,700	44		
Unfunded Pension Liability						
Unfunded Pension Liability	43,585	42,175	97,112	54,937	130%	Per CalPERS estimate
TOTAL UNFUNDED PENSION LIABILITY	43,585	42,175	97,112	54,937		
Equipment, Automotive, Maintenance & Repairs						
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
TOTAL EQUIP, AUTO, MAINT & REPAIRS	74,500	104,739	97,020	(7,719)		

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	\$	%	
Other						
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
TOTAL OTHER EXPENSE	87,495	28,433	88,310	59,877		
TOTAL FIRE EXPENSES	1,540,524	1,299,852	1,823,048	523,195	40%	
Admin Allocation Transfer Out	113,604	99,337	117,411	18,073	18%	
TOTAL FIRE WITH ADMIN	1,654,128	1,399,189	1,940,458	541,268		
Capital Outlay						
See Capital Outlay Sheet	191,633	191,660	63,728	(127,932)	-67%	
TOTAL CAPITAL OUTLAY	191,633	191,660	63,728	(127,932)		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside				-		
TOTAL RESERVE SET-ASIDE	-	-	-	-		
GRAND TOTAL WITH CAPITAL	1,845,761	1,590,850	2,004,187	413,336		

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	\$	%	
Taxes								
General Property Tax	111,359	67,224	45,917	113,141	117,667	4,526	4%	4% estimated increase per Tuolumne County Auditor
TOTAL TAXES	111,359	67,224	45,917	113,141	117,667	4,526		
Variable Revenue								
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)
TOTAL VARIABLE REVENUE	3,250	4,030	1,343	5,373	6,850	1,477		
Grant and Loan Revenue								
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		
TOTAL GRANT AND LOAN REVENUE	555,101	227,383	36,577	263,960	750,665	324,956		
Other Revenue								
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
TOTAL OTHER REVENUE	70,100	73,559	10,572	84,131	73,437	(10,693)		
TOTAL PARK REVENUE LESS GRANTS	184,709	144,813	57,832	202,645	197,954	(4,691)	-2%	
TOTAL PARKS REVENUE	739,810	372,196	94,409	466,605	948,619	320,265	103%	

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	\$	%	
Salaries						
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%	
TOTAL SALARIES	29,452	29,792	29,180	(614)		
Benefits						
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%	
TOTAL BENEFITS	12,285	12,806	12,165	(642)		
Operating Expense						
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
TOTAL OPERATING EXPENSE	21,600	10,571	17,385	6,814		
Other						
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
TOTAL OTHER EXPENSE	109,474	156,938	111,245	(45,693)		
TOTAL PARK EXPENSES	172,811	210,108	169,976	(40,132)		
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	\$	%	
TOTAL PARKS WITH ADMIN	198,132	228,229	191,575	(36,654)		
Capital Outlay						
See Capital Outlay Sheet	724,896	312,431	969,621	657,190	210%	
TOTAL CAPITAL OUTLAY	724,896	312,431	969,621	657,190		
Reserve Set-Aside						
Annual Fund Reserve Set-Aside	-			-		
TOTAL RESERVE SET-ASIDE	-	-	-	-		
TOTAL WITH CAPITAL	923,028	540,660	1,161,195	620,536		

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

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

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			
Admin/Board Salaries						
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%	
TOTAL ADMIN/BOARD SALARIES	751,799	667,788	811,051	143,263		
Admin/Board Benefits						
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%	
TOTAL ADMIN/BOARD BENEFITS	250,962	262,306	280,607	18,301		
OPEB/Pension Unfunded Liability						
Transfer to OPEB Trust	-	-	-	-		
Pension Unfunded Liability	247,459	225,715	273,823	48,108	21%	Per CalPERS estimate
TOTAL OPEB/PENSION UNFUNDED LIABILITY	247,459	225,715	273,823	48,108		

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

BUDGET ITEM	ADMIN EXPENSES			Projected FYE vs Adopted		REASON FOR CHANGE
				\$	%	
Admin Operating Expense						
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
TOTAL ADMIN OPERATING EXPENSE	556,042	502,115	562,983	60,868		
Outside Services						
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%	
TOTAL OUTSIDE SERVICES	321,450	201,137	254,500	53,363		
Other						
Employee Housing Expense			23,974	23,974		Property Taxes, HOA Dues, Insurance (Fire & Difference in Conditions Policy)
TOTAL Other	-	-	23,974	23,974		
Leases						
Copystar 5550 GE Capital	4,525	4,285	4,411	126	3%	
FP Mail Machine	1,345	1,443	1,389	(54)	-4%	
TOTAL LEASES	5,870	5,727	5,800	73	(0)	
TOTAL ADMIN EXPENSE	2,133,582	1,864,789	2,212,738	347,951	19%	Overall % Change

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
TOTAL FUND SHARE CAPITAL OUTLAY	126,825	119,114	874,563

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

WATER CAPITAL OUTLAY			
CIP Project	Adopted 23/24	23/24 Projected FYE	Preliminary 24/25
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
FUND SHARE CAPITAL OUTLAY-56%	76,527	66,704	489,755
TOTAL WATER CAPITAL OUTLAY	9,140,052	1,299,413	10,454,944
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	461,027	552,734	1,007,792

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
FUND SHARE CAPITAL OUTLAY-38%	45,441	45,263	332,334
TOTAL SEWER CAPITAL OUTLAY	5,731,511	2,714,158	3,974,640
TOTAL CAPITAL OUTLAY (LESS GRANT PROJECTS)	1,552,422	265,342	2,244,367

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

FIRE CAPITAL OUTLAY			
CIP Project	Adopted 23/24	23/24 Projected FYE	Preliminary 24/25
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
FUND SHARE CAPITAL OUTLAY-5%	4,047	5,956	43,728
TOTAL FIRE CAPITAL OUTLAY	191,633	191,660	63,728

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	-
FUND SHARE CAPITAL OUTLAY-1%	810	1,191	8,746
TOTAL PARK CAPITAL OUTLAY	724,896	312,431	969,621

**GROVELAND COMMUNITY SERVICES DISTRICT
APPROPRIATION LIMIT DATA**

		PER CPITA		TUOLUMNE COUNTY										
		PERSONAL	STATE	POPULATION										
		INCOME %	POPULATION	CHANGE						% INC				
DATA	TO BE	CHANGE	CHANGE	OVER PR						(DEC)				
AS OF	USED FOR	OVER PR	OVER PR	YEAR			TUOLUMNE COUNTY-EXCLUSIONS IIA			SINCE			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%									
APPROPRIATION LIMIT														
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

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	23-24	1-1-23	1-1-24	1-1-24
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

Water Monthly Fixed Rate Service Charges		
Meter Size	EMU Ratio	Monthly Charge
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

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

Sewer Monthly Fixed Rate Service Charges	
Residential	Commercial
\$88.68	\$88.68

Sewer Usage Variable Rate Charges per Gallon	
Residential	Commercial
.01166	.01872

ADMINISTRATIVE SERVICE FEES

Establishment of Tenant Account	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
Reestablishing Account in Owner's Name	Transfer of account back into owner's name once tenant vacates property	\$42
Overpayment Refund Request	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

Customer Payment Processing Error	Processing fee for transfer of payment to correct account.	\$11
Administrative Fee	Administrative Correspondence	\$109
Inspection Labor Rate	Inspection Labor Rate Charged to a customer for District Staff to perform an inspection	\$109
Meter re-read/Re-inspection Fee	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
Meter Test Fee	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
Meter Final/Closing Read Fee	Charged to account for request of a final/closing read of meter at service address.	\$31
Meter Shut Off Fee	Charged to account when customer requests District turn meter off due to maintenance or other reasons	\$36
Meter Turn On Fee	Charged to account when customer requests meter be turned back on after maintenance complete or other reasons	\$36
New Water/Sewer Service Application	Charge for processing application to establish new water and/or sewer service connection	\$42
Engineering Request Processing Fee	Charge for processing engineering request documents	\$42
Copies	Public Records Requests	.25 per page or \$3.00 per disk
Agenda Mailing Fee (Annual)	Required if requested, includes postage and envelope, assumes 12 monthly mailings	Actual Costs (Envelope and Postage)

COLLECTIONS PROCESSING FEES

Payment Returns/Chargebacks	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
Reconnection Fee during normal business hours	Charged to account for processing each service connection reconnection after shut off.	\$ 52
Reconnection Fee After Normal Business Hours	Charged to account for processing each after hour service connection reconnection after shut off.	\$156
Cut Lock/Removal Fee	Charged to account for each cut lock/removal	\$156

Denial Access Fee	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
Placement of Lien Fee	Charged to account for processing each Notice of Lien on service connection property for non-payment	\$67
Satisfaction of Lien Fee	Charged to account for processing each Satisfaction of Lien on service connection property	\$67
Late Payment Interest Penalty Fee	Charged on past due account balances not paid by due date	10%
Continued Interest on Past Due Balances	Charged on account balances over two billing cycles past due	1%
Removal of County Tax Roll Fee	Paid to the County when customer is placed on Tax Roll and pays the District directly	\$75

FIELD SERVICE WORK BY DISTRICT STAFF

Labor Rates	Per Man Per Hour
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

Vehicle Type	Hourly Rate
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

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

NEW METER CHARGES AND WATER SYSTEM PARTICIPATION FEES

Meter Size	EMU Multiplier	Participation Fees	Meter Install Charge
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
Easement Abandonment Requests (site inspection, records research, documentation)	Non-Refundable Application Fee	\$249
	Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
Easement Acceptance Requests (as a Condition of PUE Abandonment)	Application Fee	\$104
	Title Report and County Recording Fees	Actual Cost
Encroachment Permit	Non-Refundable Application Fee	\$249
	Non-Refundable Administration Fee	\$109
	County Recording Fees	Actual Recording Cost

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

PARK FEES

PARK DAY USE FEES	
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
JANITORIAL SERVICES	
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
LEON ROSE BALL FIELD USE FEES (NON-REFUNDABLE)	
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
Leon Rose Deposit Fee (REFUNDABLE)	
Small Event Security Deposit	\$100.00 per event
Large Event Security Deposit	\$500.00 per event
DISTRICT PROPERTY USE FEES	
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
CONCESSION STAND EQUIPMENT USE FEE	
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
DOG PARK USE FEES	
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

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

lowest current salary

Table with columns: Salary Range, Annually (Step 1-5), Monthly (Step 1-5), Per Pay Period (Step 1-5), Hourly (Step 1-5). Rows 1-39.

**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

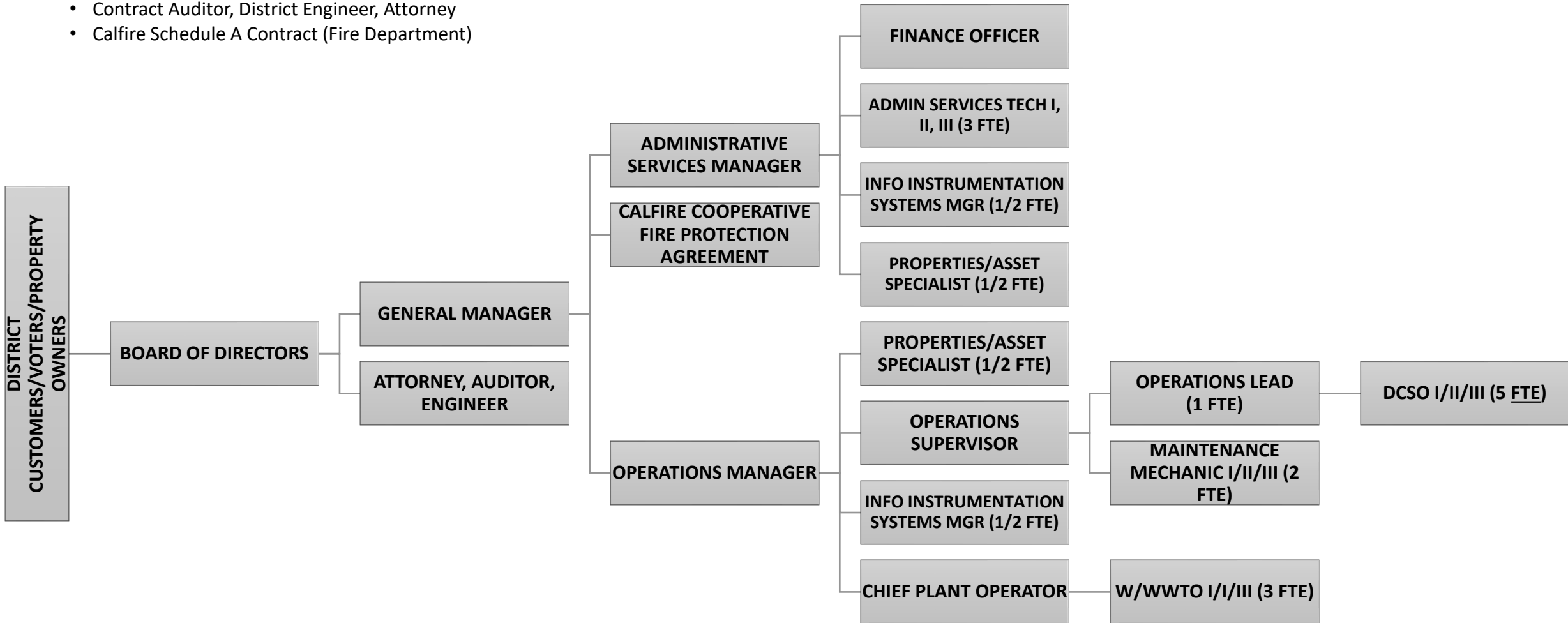
**Groveland Community Services District
Salary Schedule Range Placement**

Class Title	Salary Range	Maximum Monthly Salary
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 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: _____