

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
August 14, 2017
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Robert Swan, President, Maureen Grier, Vice President, Nick Stauffacher, Scott Wemmer and John Armstrong being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

Call to Order

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

Agenda Approval

Director Grier asked that agenda item 12 be changed to "the approval of the purchase of the new vehicles" continued from the July 12th meeting. Director Swan stated that the Board could not add an action item on the agenda this late. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Wemmer and motion passed to approve the agenda as written.

Ayes: Directors Swan, Armstrong, Wemmer, and Stauffacher

Noe: Director Grier

Action Items to be Considered by the Board of Directors

Consider for Approval Appointing Board President as Designated Representative for Labor Negotiations with General Manager Appointee

Director Swan presented the item to the Board. He requested to add that if the Board President isn't available, than the Vice President would be the designated representative. A discussion ensued between the Board, staff, and public.

Motion

Director Stauffacher moved, seconded by Director Armstrong, and the motion passed unanimously to approve Appointing Board President as Designated Representative, or the Vice President if the President is not available, for Labor Negotiations with General Manager Appointee.

The Board convened into closed session at 10:13a.m.

Closed Session

- A. Conference with Labor Negotiator pursuant to Government Code Section 54957.6
Agency Designated Representative: Board President
Unrepresented Employee: General Manager

The Board reconvened into open session at 10:57a.m.

Report out of closed Session

None.

Consider for Approval Proposed General Manager Contract Terms

Will be considered at a later date.

Consider for Approval Directing Labor Counsel to Prepare and Deliver a Tender Offer Embodying Approved General Manager Contract Terms

Will be considered at a later date.

Public Comment

None.

Consent Calendar

- A. Approve Minutes from the June 29, 2017 Special Meeting
- B. Approve Minutes from the June 30, 2017 Special Meeting
- C. Approve Minutes from the July 10, 2017 Regular Meeting
- D. Approve Minutes from the July 14, 2017 Special Meeting
- E. Approve Minutes from the August 3, 2017 Special Meeting
- F. Waive Reading of Ordinances and Resolutions Except by Title

A member of the public requested to add to the July 10, 2017 Minutes under "Consider for Approval the Purchase of Two New Vehicles," *"Item was tabled to the next meeting."*

Motion

Director Wemmer moved, seconded by Director Armstrong, and the motion passed unanimously to approve the Consent Calendar as amended.

Consider for Approval Resolution 12-17, A Resolution Approving the Department of Forestry and Fire Services from July 1, 2017 to June 30, 2020

General Manager Jon Sterling presented the item to the Board. He stated that it is a three year agreement for the Schedule A and Amador services for the District. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to approve Resolution 12-17, A Resolution Approving the Department of Forestry and Fire Services from July 1, 2017 to June 30, 2020.

Consider for Approval Land Lease Agreement between the Groveland Community Services District and the Southern Tuolumne County Historical Society

Mr. Sterling presented the item to the Board. He stated that the agreement was between the District and the Historical Society for the land that they wished to install a charging station on. Office Manager/Board Secretary Jennifer Flores stated that the District received a request from the Historical Society to change the name on Page 1 Paragraph 2 from the "Groveland Library" to "Groveland Museum/Library." Director Grier requested that Section 5.2 be amended so it read that the charging stations will not require the provision of water or sewer service. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to approve the Land Lease Agreement between the Groveland Community Services District and the Southern Tuolumne County Historical Society as amended.

Consider for Approval Modifying District Purchasing Policy to Include Parameters on the Purchasing of Vehicles and Establish a “Roll Out/Time Out Policy”

Mr. Sterling presented the item to the Board. He stated that staff presented an action item to the Board at the July 10, 2017 meeting regarding the purchase of two new District vehicles. He further stated that the vehicles were in the 2017/2018 budget that the Board approved at the June 12, 2017 meeting. After the June 12th meeting, District staff contacted Steve’s Chevrolet and ordered one vehicle on June 20th and the other on July 1st. After the July 10th meeting, staff contacted the dealer to see if the purchase could be put on hold due to a discrepancy with a couple of Board members who didn’t agree with the purchase of one of the vehicles, but was informed by the dealer they had already submitted the build order. He further stated that going forward, staff requests the Board modify the District’s Purchasing Policy to include parameters on the purchasing of vehicles. Director Swan suggested that the equipment committee be assigned the task of creating a policy and to bring it to the next meeting as an action item for the Board to consider. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to refer the District Purchasing Policy regarding vehicles to the Equipment Committee to bring a purposed policy to the next meeting.

Consider for Approval Transitioning to Paperless Agenda Packet

Mr. Sterling presented the item to the Board. He stated that since Board members have new laptops that this would be a more efficient way to get the packets out. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Stauffacher, and the motion passed unanimously to approve Electronic Distribution of the board packet to all Board members and those who want a paper copy will come pick up at the District office.

Consider for Approval Community Build Day for Playground Project and Volunteer Hold Harmless Agreement

Mr. Sterling presented the item to the Board. He stated that the Hold Harmless Agreement is for individuals volunteering at the playground build day so if they get hurt, they cannot hold the District liable. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Wemmer and the motion passed unanimously to approve the August 26th Community Build Day for Playground Project and Volunteer Hold Harmless Agreement

Consider for Approval Sending Letter in Opposition of AB 1479

Ms. Flores presented the item to the Board and stated that the letter in opposition to AB 1479 came from CSDA. She further stated that the proposed bill modifies the Public Records Act adding the requirement of one custodian responsible for all public records requests in addition to assessing civil penalties for violations. She stated that the District, along with all small

districts would not be able to comply with the new law at all times, and therefore would be open to frivolous lawsuits. A discussion ensued between the Board, public, and staff.

Motion

Director Armstrong moved, seconded by Director Swan and the motion passed unanimously to approve Sending Letter in Opposition of AB 1479.

Consider for Approval Parks Master Plan

Ms. Flores presented the item to the Board and stated that this item was presented at a past meeting as an information item for the Board to review before consideration of approval..

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve Parks Master Plan.

Consider for Approval Upholding Current Agenda Material Submission Deadline

Mr. Sterling presented the item to the Board. He stated that the current policy states that all agenda submittals must be submitted within 10 days of the meeting. He requested that the current policy be implemented and upheld. A discussion ensued between the Board, public, and staff.

The Board directed staff to uphold the existing agenda material submission policy.

Consider for Approval Responding to Grand Jury Report

Mr. Sterling presented the item to the Board. He stated that the Grand Jury looked into the District's exploration of privatization that was put on the June 13, 2016 agenda as an information item. At the August 2016 meeting, the topic was closed as privatization was in direct violation of the Raker Act. The Grand Jury Report claims that the placement of the item on the June 13, 2016 agenda during the agenda approval was in violation of the Brown Act. Mr. Sterling stated that he drafted a response and is asking the Board for their input. A discussion ensued between the Board, public, and staff.

Motion

Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to direct staff to respond to Tuolumne County Grand Jury per the August 14, 2017 decision and to include the signature of both staff and Board.

Information Items

Discuss Conflict of Interest Claim

Mr. Sterling presented the item to the Board and stated that at the July regular meeting, a conflict of interest claim had been brought up regarding the purchase of uniforms from the Groveland Workwear store as Director Wemmer's son owns and operates the store. Mr. Sterling stated he contacted legal counsel regarding the concern and that because Director Wemmer has no financial interest in Groveland Workwear, it does not pose a conflict of interest. A discussion ensued between the Board, staff, and public.

Review and Discuss Employee Survey Results

Director Grier presented the survey to the Board. A discussion ensued between the Board, staff, and public.

Update on District Grants

Operations and Maintenance Manager Luis Melchor stated that the Lift Station 16 force main inspections were much more time consuming than expected, but the condition of the force main appears to have at least another 30 years.

Mr. Sterling stated the Downtown Groveland/ Big Oak Flat water line grant is advancing and the application has been turned in.

Ms. Flores stated that the playground equipment should be arriving within a few days. Mr. Melchor stated staff have been working on preparing the site and will be ready to pour concrete on time.

Update on Sewer Rate Study

Mr. Sterling presented the item to the Board. He stated that staff had a conference call with Bartle Wells and provided them with updated numbers for their calculations.

Ad Hoc Committees Reports

- A. **Board of Director's Policy Manual (Director Swan)**
No report.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**
Mr. Sterling stated that there needs to be a meeting to set the Vehicle Policy as discussed. The meeting was scheduled for August 22, 2017 at 9:00a.m.
- C. **Survey Committee (Directors Grier & Armstrong)**
No report- committee disbanded.
- D. **Budget Committee (Directors Swan & Grier)**
No report- committee disbanded.
- E. **Fire Department (Directors Armstrong & Wemmer)**
Mr. Sterling stated that the committee discussed the CAL FIRE contract and it was determined that it was over budgeted, and asked if the Board wanted to revise the budget. They recommended leaving it as is and will follow up in January when they do the midyear review.
- F. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
No report.
- G. **General Manager Recruitment Committee (Directors Swan & Grier)**
No report.

Standing Committee Reports

- A. **Park Committee (Directors Wemmer & Grier)**
Director Wemmer stated that there is interest to relocate the ballfield to the land that was recently freed up by the voided agreement with South Side Senior Services. He further stated that the Groveland Area Partnership Group has interest in the ballfield, but doesn't want to invest any time until the Board makes a commitment to either keeping the existing one operational or to dedicate the alternative land site.

Mr. Sterling stated that there was never a written agreement between the District and the Friends of the Groveland Skate Park, which leaves the District responsible for maintaining the Skate Park, but also allows the District to close it if it becomes damaged or vandalized.

Ms. Flores stated that a local band is requesting to be able to practice in the park using the lower stage, but is looking to have the requirement for the certificate of

liability insurance waived. The Board directed staff to confer with legal counsel regarding the request.

Mr. Melchor stated that there was an incident at the Leon Rose Ball Field over the weekend. Several teens have been using it as a party spot and a neighbor confronted the kids and they assaulted him. The property owner is requesting that gate be locked at a certain time of night. A discussion ensued between the Board, staff and public.

B. Water Conservation (Director Swan & Stauffacher)

Mr. Sterling stated that the next meeting is August 16, 2017.

C. Finance Committee (Director Swan & Director Grier)

Mr. Sterling stated the fourth quarter reports have been completed and they need to set a meeting to review. The committee set the meeting for August 17, 2017 at 1:00 p.m.

Director Stauffacher left the meeting at 1:40 p.m.

Staff Reports

A. General Manager's Comments

Mr. Sterling stated that the District received a response from the State regarding the sanitary sewer overflow and directed the District to submit the report through the State's data submitting portal.

B. Operations and Maintenance

Mr. Melchor stated that the District experienced more water breaks this month than normal. He also stated the District is losing another an employee as they gave their notice today.

C. Admin/Finance

Ms. Flores stated that the Audit is scheduled for the first week of September, and that the fourth quarter report has been completed.

Director Comments

Director Armstrong stated that he witnessed an accident and it took the ambulance over an hour to respond because it was not in Groveland. He asked the Board to address the issue with ambulance response times.

Director Wemmer asked that the Board and staff start planning ahead for the larger grant projects the District will be working on in the near future. Mr. Sterling stated that the District has budgeted for additional staffing to help with the administration of future grants. A discussion ensued between Board, staff, and public.

Adjournment

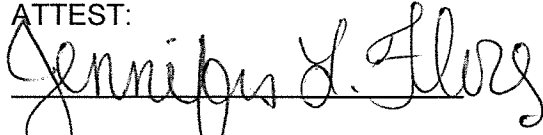
Motion

Director Swan moved, seconded by Director Wemmer and the motion passed to adjourn the meeting at 2:15 p.m.

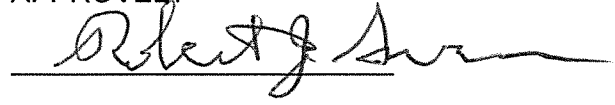
Ayes: Directors Swan, Grier, Armstrong, Wemmer, and Stauffacher

Absent: Director Stauffacher

ATTEST:


Jennifer Flores, Board Secretary

APPROVED:



Robert Swan, President