

**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Groveland Community Services District

**AGENDA**  
June 13, 2016  
10:00 a.m.

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

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Board Members**

Robert Swan, President  
Bruce Carter, Vice President  
John Armstrong, Director  
Steve Perreira, Director  
Scott Wemmer, Director

**Public Comment-** (3 minutes per person; estimated time required: 10 minutes total)

The public may speak on any item not on the Agenda. We want you to understand that we are listening carefully. However, no action may be taken by the Board. The Board will only hear questions, no responses or answers will be provided. Any item that requires lengthy discussion or Board action shall be submitted in writing to the District Secretary. This will enable the meeting to proceed with decorum, and to facilitate an orderly and respectful business meeting. Thank you.

**1. Agenda Approval**

**Action Items to be Considered by the Board of Directors**

**2. Consent Calendar**

- A. Approve Minutes from March 11, 2016 Special Board Meeting
- B. Approve Minutes from March 14, 2016 Regular Board Meeting
- C. Approve Minutes from April 9, 2016 Special Board Meeting
- D. Approve Minutes from May 9, 2016 Regular Board Meeting
- E. Approve Minutes from May 12, 2016 Special Board Meeting
- F. Approve Minutes from May 19, 2016 Special Board Meeting
- G. Approve Minutes from May 26, 2016 Special Board Meeting



3. Consider for Approval Cal Fire Exercise Equipment Request (Staff)
4. Consider for Approval Annual PERS Unfunded Liability Payment to be Made as Lump Sum Payment. (Staff)
5. Consider for Approval Atkinson, Anderson, Loya, Ruud, & Romo Attorney Representation Agreement (Staff)
6. Consider for Approval Staff's Recommendation to Appoint a Board Member to Attend Monthly Tuolumne –Stanislaus Integrated Regional Water Management Authority Meetings (Staff)
7. Consider for Approval Landscaping Application/Worksheet for Winter Average Program (Staff)
8. Consider for Approval Sending Letter of Support for Groveland Side Walk Project (Staff)
9. Consider for Approval Sending Letter of Support for ATCAA (Staff)
10. Consider for Approval Proposed CSDA Bylaws Amendments (Staff)

#### **Information Items**

11. Discuss and Review Annual OPEB Transfer to CalPERS (Staff)
12. Ad Hoc Committees Reports
  - A. Board of Director's Policy Manual (Directors Perreira & Swan)
  - B. Equipment Review Committee (Directors Wemmer & Armstrong)
  - C. Survey Committee (Director Carter)
  - D. Budget Committee (Directors Swan & Perreira)
  - E. Bargaining Unit Negotiations (Directors Swan & Wemmer)
  - F. Fire Department (Directors Carter & Armstrong)
  - G. General Manager's Employment Contract Review (Director Perreira & Swan)
  - H. General Manager Goals and Objectives Committee (Directors Wemmer & Carter)
13. Standing Committee Reports
  - A. Strategic Planning (Directors Wemmer & Swan)
  - B. Park Committee (Directors Wemmer & Armstrong)
  - C. Water Conservation (Directors Carter & Wemmer)
  - D. Finance Committee (Director Swan & Perreira)
14. Staff Reports
  - A. General Manager's Comments
  - B. Operations and Maintenance
  - C. Admin/Finance
    - a. List of May Payables





## 15. Director Comments

## 16. Adjournment

ALL AGENDA MATERIAL MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

---

### Summary of Guidelines for Public Comments at District Board Meetings

(Excerpt from Exhibit B of Policy Manual for the Board of Directors)

1. Persons wishing to speak on any Agenda Item may be asked to complete a Speaker Request Card to be given to the Board Secretary prior to the meeting, all speakers can remain anonymous.
2. The Presiding Officer will:
  - Announce the Agenda Item
  - Staff will provide a report and any associated recommended actions to be considered by the Board of Directors.
  - Members of the public will be identified by the Presiding Officer and asked to present their comments and submittals
  - The Presiding Officer will close the hearing and bring the issue back to the Directors for discussion and possible action.
3. Oral comments will typically be limited to 3 minutes and must be relevant to the Agenda Item.

California Elections Code Section 18340 states: Every person who, by threats, intimidations, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions is guilty of a misdemeanor.

California Penal Code Section 403 states: Every person who, without authority of law, willfully disrupts or breaks up any assembly or meeting that is not unlawful in its character...is guilty of a misdemeanor.

As presiding officer, the President of the Board has the authority to preserve order at all Board of Director meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.

(Sec. 6 Policy Manual for the Board of Directors)

*Any person who has any questions concerning this agenda may contact the District Secretary.*

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



**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
March 11, 2016  
6:00 p.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, John Armstrong, and Steve Perreira being present. Also present General Manager Jon Sterling, and staff member Lindsay Northrop.

**Call to Order**

Director Swan called the meeting to order at 6:00pm.

**Agenda Approval**

Director Perreira took exception to the agenda because there were not paper copies of his presentation available for the public.

Motion

*Director Carter moved, seconded by Director Wemmer, and the motion passed to approve the agenda.*

*Ayes: Director Swan, Carter, Wemmer, and Armstrong*

*Noe: Perreira*

**Information Item**

**Sewer Enterprise Fund Rate Study Workshop**

Director Swan introduced the item to the members of the public. He explained that the reason for the workshop was to discuss and inform the community of the possible scenarios the Board is considering including in the request for proposal.

Director Perreira presented the work he had conducted regarding geographical rate scenarios for Big Oak Flat/Groveland and Pine Mountain Lake. A discussion ensued between the Board and members of the public.

**Adjournment**

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed unanimously to adjourn the meeting at 7:56 pm.*

APPROVED:

ATTEST:

\_\_\_\_\_  
Robert Swan, President

\_\_\_\_\_  
Lindsay Northrop, Interim Board Secretary



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
March 14, 2016  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, John Armstrong, and Steve Perreira being present. Also present General Manager Jon Sterling, Office Manager/District Secretary Jennifer Flores, and staff member Lindsay Northrop.

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

**Public Comment-**

Mr. Hugget addressed the Board about the PH in the water. He asked if the high levels are safe in the drinking water. Mr. Sterling stated the District's Engineer will write a technical response.

Mrs. Crow addressed the Board regarding her findings of previous statements made by the Board.

Director Perreira and Director Armstrong entered the meeting at 10:05 am

Member of the public stated he was disappointed that the Board did not set billing methodology to include annual consumption.

Member of the Public addressed the Board that during public comment there should not be an exchange. She stated that she hoped there would be civility during the meeting, and that Director Perreira's comments are not appropriate during the public comment period. She also asked if speaker request cards are still in use, as members of the public can remain anonymous, and suggested an edit to the summary of guidelines section listed on the agenda.

**Agenda Approval**

Director Swan entertained a motion.

Motion

*Director Carter moved, seconded by Director Wemmer and the motion failed to approve the agenda as written.*

Director Perreira stated he would like items five to be moved to item four, and four as five respectively.

Motion

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



## Action Items

### **Consider for Approval Selecting Labor Compliance Proposal for Lift Station 16 Rehabilitation Project**

Mr. Sterling presented the item to the Board, and stated the District had received a Grant from the Department of Water Resources for \$564,000 for rehabilitation of lift station 16, and force main repairs in Big Oak Flat. Staff had the opportunity to review the proposals received, and is asking the Board to award and enter an agreement with Kurey and Associates for the amount of \$6600. A discussion ensued between the Board and staff.

#### Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Retaining Kurey and Associates for the Labor Compliance Services for Lift Station 16 Rehabilitation Project.*

### **Consider for Approval Selecting Closed Circuit Television Proposal for the Groveland Big Oak Flat Sewer Collection System Planning Grant**

Mr. Sterling presented the item to the Board. He further stated Presidio Systems are familiar with the District's system, and have high quality of work. Staff recommended the proposal received by Presidio Systems for the total of \$ 52,823.55. A discussion ensued between the Board and staff.

#### Motion

*Director Carter moved, seconded by Director Armstrong, and the motion passed unanimously to approve Presidio Systems Bid for Closed Circuit Television Portion of the Groveland Big Oak Flat Sewer Collection System Planning Grant.*

### **Consider for Approval Directing Staff to Prepare Request for Proposal (RFP) for Future Water Rate Study**

Mr. Sterling stated due to the discrepancies discovered in the recent water rate study, the Budget Committee is asking the full Board to consider commissioning an additional comprehensive water rate study; to address the missing the infrastructure, and to identify the revenue required to sustain a capital improvement replacement program.

Director Pereira stated for the record that he did ask for the capital asset list to be included into the appendix at the August 26<sup>th</sup> Special Meeting.

A long discussion ensued between the Board, members of the public, and staff.

#### Motion

*Director Swan moved, seconded by Director Carter, and the motion passed to Direct staff to Prepare Request for Proposal (RFP) for Future Water Rate Study.*

*Ayes: Directors Swan, Carter, and Perreira*

*Noes: Directors Wemmer and Armstrong*

### **Consider for Approval Rescinding the Jan. 13, 2016 Water Rate Increase due to Significant Errors**

Director Perreira presented the item to the Board. He asked to take a recess so that copies could be made to the public.

The Board entered a short recess at 11:14





The Board returned from recess at 11:22 am

Director Perreira went on to list the items he feels are wrong with the rate study. He asked the Board to rescind the rate increase due to it being incomplete.

A long discussion ensued between the Board and members of the public.

Motion

*Director Swan moved, seconded by Director Perreira, and the motion failed to approve Rescinding the Jan 13, 2016 Water Rate Increase due to Significant Errors.*

*Ayes: Directors Carter and Perreira*

*Noes: Directors Swan, Wemmer, and Armstrong*

**Consider for Approval Water and Sewer Fund Budget Adjustments**

Mr. Sterling stated the Budget committee has put forward a request to the full Board to consider adding a line adjustment in the budget to reflect an increase to the 15/16 budget of \$60,000, per fund in order to fund future water and sewer rate studies. A discussion ensued between the Board and staff.

Motion

*Director Swan moved, seconded by Director Carter and the motion passed unanimously to approve Increasing the Water and Sewer Enterprise Budgets by \$60,000 each and adding a line item for a Comprehensive Rate Study.*

**Consider for Approval 2<sup>nd</sup> Quarter Financial Statements**

Ms. Flores presented the financials to the Board. A discussion ensued between the Board, members of the public and staff.

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the 2<sup>nd</sup> Quarter Financial Statements.*

**Consider for Approval Directing Board and Staff to Complete AB 1234 Ethics Training and AB 1825 Harassment Training by Date Determined by the Board**

Mr. Sterling stated the need for the Board to complete the State mandated ethic and harassment requirements. A discussion ensued between the Board and staff.

Motion

*Director Swan moved, seconded by Director Carter, and the motion passed unanimously to Direct the Board and Staff to Complete AB 1234 Ethic Training and AB 1825 Harassment Training by the End of March.*

**Information Items**

**Discuss Public Input Received at Sewer Rate Workshop and Schedule Next Workshop**

Mr. Sterling stated the workshop included six members of the public, and included a two hour dialogue. A discussion ensued between the Board and members of the public. The next sewer workshop will be held on Saturday March 9<sup>th</sup> at 10:00 a.m.

**Establish Fire Ad Hoc Committee**



Mr. Sterling stated that with the expansion of the Evergreen Lodge at Rush Creek there is a need to address the mutual aid agreement for medical and fire with Tuolumne County. Director Swan established the Ad Hoc Fire committee to include Director Armstrong as Chair, and Director Carter.

**Change Park Ad Hoc Committee to a Standing Committee and Set Date, Time, and Meeting Location for Meetings**

Mr. Sterling stated the need for the Park committee to be changed to a Standing Committee, so that discussions can include community involvement. Meetings will take place the 2<sup>nd</sup> Tuesday of the Month at 10:00 a.m.

**Report On District's Workman's Comp Insurance Rating for Fiscal Year 16-17**

Ms. Flores stated the estimated annual contribution to Workman's Comp insurance decreased by 34% from \$47,639 to \$30,982 for the FY 16-17. A discussion ensued between the Board and staff.

**Ad Hoc Committees Reports**

**Board of Director's Policy Manual (Directors Perreira & Swan)**

No report.

**Equipment Review Committee (Directors Wemmer & Armstrong)**

No report.

**Park Committee (Directors Wemmer & Armstrong)**

Director Wemmer stated they will further discuss the dog park as a standing committee.

**Survey Committee (Director Carter)**

No report.

**Energy Conservation Committee (Directors Wemmer & Perreira)**

Mr. Sterling stated the aerator sleeves were installed for the sewer treatment plant. Director Swan disbanded the Energy Conservation Committee due to the ongoing success by staff.

**General Manager Goals and Objectives Committee (Directors Wemmer & Carter)**

No report.

**Standing Committee Reports**

**Strategic Planning (Directors Wemmer & Swan)**

No report.

**Water Conservation (Directors Carter & Wemmer)**

Director Carter stated the grey water seminar will be on April 30, 2016 with the theme "shower to flowers." Director Carter further stated an informational flier will be included into the April 1<sup>st</sup> billing.

**Finance Committee (Director Swan & Perreira)**

Director Swan stated they are acting as the budget committee.



## Staff Reports

### General Manager's Comments

Mr. Sterling stated Crook logging had begun work falling trees. He further stated completion is scheduled for June. He stated that with the recent rain fall, operations were mitigating storage issues, and that early irrigation was very successful.

### Operations and Maintenance

Mr. Sterling stated staff was working to create an inventory list for critical parts. He also stated staff has been conducting cross training for newer employees.

### Admin/Finance

List of February Payables

Ms. Flores presented the list of payables to the Board. She also stated that staff is prepared to bill at the newly established rates for the April 1<sup>st</sup> billing.

### Director Comments

Director Carter asked for an update on the shade repairs for the park.

Director Armstrong commended staff for their hard work.

### Adjournment

#### Motion

*Director Swan moved, seconded by Director Carter, and the motion passed unanimously to adjourn the meeting at 1:21 p.m.*

APPROVED:

ATTEST:

\_\_\_\_\_  
Robert Swan, President

\_\_\_\_\_  
Lindsay Northrop, Interim Board Secretary



**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
April 9, 2016  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, John Armstrong, and Steve Perreira being present. Also present was General Manager Jon Sterling and staff member Lindsay Northrop.

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

Director Wemmer was absent.

**Agenda Approval**

Motion

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

*Ayes: Directors Swan, Carter, Armstrong, and Perreira*

*Absent: Director Wemmer*

**Information Item**

**Sewer Enterprise Fund Rate Study Workshop**

Director Swan introduced the item to the public and read a memo he prepared. He stated that the figures mentioned in the workshop are estimations and should not be taken as 100 % factual and that real numbers will be available once an engineering study is completed. A discussion ensued between the Board and members of the public.

Member of the public Kay Crow addressed the Board regarding the CalPERS unfunded liability in the sewer enterprise fund. She asked for the Board's response to be included in the official record.

Mrs. Crow stated, "...just to make it clear, the District was even with CalPERS back in 2008." Mrs. Crow stated the District cannot say it wasn't past management, because contributions were stopped to equal out what the District owed to CalPERS.

Director Swan stated that there was a side fund, but the reason the District has these hard hits, is because the unfunded liability payments to CalPERS have gone up due to the recession and stock market crash. He further stated that the District stopped the reserve fund because Districts are no longer able to have a side fund.

Director Perreira stated that he believes past management is completely at fault for the unfunded liabilities for medical benefits and retirement.

Director Swan agreed with Director Perreira.

Director Perreira presented a PowerPoint presentation regarding potential sewer rate structures and rates to members of the public. A discussion ensued between the Board and members of the public.





**Adjournment**

Motion

*Director Swan moved, seconded by Director Carter and the motion passed to adjourn the meeting at 11:41 a.m.*

*Ayes: Directors Swan, Carter, Armstrong, and Perreira*

*Absent: Director Wemmer*

APPROVED:

ATTEST:

\_\_\_\_\_  
Robert Swan, President

\_\_\_\_\_  
Lindsay Northrop, Interim Board Secretary

DRAFT



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 9, 2016  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer and Steve Perreira being present. Also present General Manager Jon Sterling and Office Manager/District Secretary Jennifer Flores, and Staff member Lindsay Northrop.

Director Swan called the meeting to order at 10:02 a.m.

Absent: Director Armstrong and Director Perreira

**Public Comment**

Mrs. Crow would like to have the Board address the Directors and how they interact with the public and their comments.

Director Perreira entered the meeting at 10:03 am

**Agenda Approval**

**Motion**

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

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Action Items to be Considered by the Board of Directors**

**Consent Calendar**

- A. Approve Minutes from May 27, 2015 Special Board Meeting
- B. Approve Minutes from June 1, 2015 Regular Meeting
- C. Approve Minutes from June 3, 2015 Special Meeting
- D. Approve Minutes from June 10, 2015 Special Meeting
- E. Approve Minutes from June 18, 2015 Special Meeting
- F. Approve Minutes from June 24, 2015 Special Meeting
- G. Approve Minutes from June 29, 2015 Special Meeting
- H. Approve Minutes from July 6, 2015 Regular Meeting
- I. Approve Minutes from July 9, 2015 Special Meeting
- J. Approve Minutes from August 3, 2015 Regular Meeting
- K. Approve Minutes from August 26, 2015 Special Meeting
- L. Approve Minutes from the September 8, 2015 Special Meeting
- M. Approve Minutes from the October 5, 2015 Regular Meeting
- N. Approve Minutes from the November 2, 2015 Regular Meeting
- O. Approve Minutes from the November 9, 2015 Special Meeting
- P. Approve Minutes from the November 16, 2015 Special Meeting
- Q. Approve Minutes from the December 7, 2015 Regular Meeting
- R. Approve Minutes from the January 11, 2016 Regular Meeting
- S. Approve Minutes from the January 25, 2016 Special Meeting



- T. Approve Minutes from February 8, 2016 Regular Meeting
- U. Approve Minutes from the February 18, 2016 Special Meeting
- V. Approve Minutes from the March 2, 2016 Special Meeting
- W. Waive Reading of Ordinances and Resolutions Except by Title

Director Carter stated that it is difficult to approve minutes that one can vaguely remember. He asked staff to complete the minutes in a timelier manner.

Director Perreira stated that the minutes looked good and that they need to be completed quickly.

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Consent Calendar.*

*Ayes: Directors Swan, Wemmer, Carter, and Perreira*

*Absent: Director Armstrong*

**Consider for Approval Request from Groveland Rotary to Rebuild Firewood Equipment Building**

Mr. Sterling presented the item to the Board, and introduced the Rotary members. The Rotary members asked the Board for permission to pour a concrete foundation for a new shed, that will be donated by community members. A discussion ensued between the Board, and members of the public.

Motion

*Director Carter moved, seconded by Director Wemmer, and the motion passed to approve the Request from the Groveland Rotary to Rebuild Firewood Equipment Building.*

*Ayes: Director Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Consider for Approval Awarding Lift Station 16 Rehabilitation Project to RTC**

Mr. Sterling presented the item to the Board. He stated that the District received one bid for the project. Staff is asking the Board to award the project to RTC. A long discussion ensued between the Board, and staff.

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to Award the Lift Station 16 Rehabilitation Project to RTC.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Consider for Approval Resolution 3-16, A Resolution of the Board of Directors of the Groveland Community Services District Approving Flow Meter Application Agreement**

Mr. Sterling presented the item to the Board. He stated the Board has a similar agreement with ATCAA, and that Self Help is asking the Board to provide water for recipients in Greenly Hill and Coulterville area. A long discussion ensued between the Board, and staff.

Director Swan tabled the item to a later date so that the Water Ordinance's for flow meters and commercial use can be updated to reflect current rate charges.

Director Perreira asked the Board if a member of the public can address the Board.



Director Swan allowed, and returned to Public Comment

Mrs. Shultz-Oyung thanked the Board for considering the memorial for community member Frank Oyung.

**Consider for Approval Appointing Lindsay Northrop as Interim Board Secretary**

Ms. Flores presented the item to the Board. She stated that Ms. Northrop has been transcribing the minutes since August, has attended Board Secretary seminars, and Brown Act training through the California Special Districts Association. She stated that she is confident Ms. Northrop can handle the responsibilities while she is on maternity leave.

Motion

*Director Swan moved, seconded by Director Carter, and the motion passed to Appoint Lindsay Northrop as Interim Board Secretary.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Consider for Approval Proposed CSDA Bylaws Amendments**

Mr. Flores presented the item to the Board.

Director Swan tabled the item until the next agenda, due to the copies only being one sided.

**Consider for Approval Emergency Repair Cost for the Second Garrote Turbine Pump Motor**

Mr. Sterling presented the item to the Board. He stated the motor was removed and taken for repair to Don Pedro Pump Inc. He stated the funds would come from the approved 15-16 Water Enterprise fund. A discussion ensued between the Board and staff.

Motion

*Director Carter moved, seconded by Director Wemmer, and the motion passed to approve Emergency Repair Cost for the Second Garrote Turbine Pump Motor.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Consider for Approval 3<sup>rd</sup> Quarter Financial Report**

Ms. Flores presented the item to the Board. A long discussion ensued between the Board and staff.

Director Swan directed staff to investigate and edit the bond discrepancy, and directed the budget committee to recommend a new layout for the quarter financial statements.

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the 3<sup>rd</sup> Quarter Financial Report with the expectation the Debt Service Discrepancy is explained.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Consider for Approval FY 2016-17 District Wide Budgets**

Mr. Sterling presented the item to the Board. A long discussion ensued between the Board and staff.





Motion

Director Swan moved, seconded by Director Perreira, and the motion passed to approve the FY 2016-17 District Wide Budgets.

Ayes: Directors Swan, Carter, Wemmer, and Perreira

Absent: Director Armstrong

**Consider for Approval Revised Sewer Rate Request for Proposal**

Mr. Sterling presented the item to the Board. A long discussion ensued regarding the scope of work.

Director Swan tabled the item, he requested edits be made and brought back to the Board for final approval.

**Information Items**

**Discussion of Proposed Revised Monthly Water Bond Debt Service Customer Charges**

Ms. Flores presented the item to the Board. A discussion ensued between Board and staff ensued. The proposed reduction in bond debt charges will appear on the next regular Board meeting.

**Report on Water Tank Inspection**

Mr. Sterling presented the item to the Board. He stated the Big Creek water tank repair would need to be brought to the Board at a future date and an RFP will need to be prepared. A discussion ensued between the Board and staff.

**Update on Filling District Water Treatment Operator Vacant Positions**

Mr. Sterling presented to the Board. He stated the last posted position closed, with one applicant submission, who declined an interview due to the District's pay scale. He stated that due to the open positions he currently is the only water operator working seven days a week and that it is taking a toll on his health. A long discussion ensued between the Board and staff.

**Ad Hoc Committees Reports**

**A. Board of Director's Policy Manual** (Directors Perreira & Swan)

No report.

**B. Equipment Review Committee** (Directors Wemmer & Armstrong)

No report.

**C. Survey Committee** (Director Carter)

No report.

**D. Budget Committee** (Directors Swan & Perreira)

Director Swan stated they submitted the budget, and will discuss formatting.

**E. Bargaining Unit Negotiations** (Directors Swan & Wemmer)

Director Wemmer stated they have met, and will schedule a closed session to advise the full Board about the discussions that have taken place.

**F. Fire Department Committee** (Directors Carter & Armstrong)

No report.



**G. General Manager's Employment Contract Review** (Director Perreira & Swan)  
No report.

**H. General Manager Goals and Objectives Committee** (Directors Wemmer & Carter)  
Director Carter stated the committee will conduct their review after the close of the fiscal year.

### **Standing Committee Reports**

**A. Strategic Planning** (Directors Wemmer & Swan)  
No report.

**B. Park Committee** (Directors Wemmer & Armstrong)  
Mr. Sterling stated the friends of the dog park have expressed taking over the operations of the dog park, and that a sample agreement will be brought to the committee for discussion.

**C. Water Conservation** (Directors Carter & Wemmer)  
Director Carter stated the grey water seminar had six attendees. Mr. Sterling said Regina Hirsch had a wonderful presentation.

**D. Finance Committee** (Director Swan & Perreira)  
No report.

### **Staff Reports**

#### **General Manager's Comments**

Mr. Sterling asked the budget committee to agree on a time to meet.

#### **Operations and Maintenance**

Mr. Sterling stated that staff has already repaired four water breaks this month.

#### **Admin/Finance**

a. Ms. Flores presented the payables to the Board. She also pointed out the changes made to the monthly Fire report. She also stated and advised the Board to resolve the staffing issues as quickly as possible, and that short staffing has taken a toll on all of the current staff, especially Mr. Sterling.

Special Closed session meeting scheduled for May 12, 2016 at 1 p.m.

#### **Director Comments**

Director Perreira stated that high users were not punished for their overuse of water. He wants to follow what the state is doing, and fine high users.

Director Carter stated that the District needs to hire an Assistant Engineer or an Assistant GM, to relieve some of the work load from Mr. Sterling. He also stated that a succession plan would be a feasible opportunity for the Board to consider in regards to the General Manager position.

#### **Adjournment**

##### **Motion**

*Director Swan moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 2:03 p.m.*



APPROVED:

\_\_\_\_\_

Robert Swan, President

ATTEST:

\_\_\_\_\_

Lindsay Northrop, Interim Board Secretary

DRAFT



**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 12, 2016  
1:00 p.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, and Steve Perreira being present. Also present was General Manager Jon Sterling and staff member Lindsay Northrop.

Director Swan called the meeting to order at 1:00 p.m.

Director Armstrong was absent.

**Agenda Approval**

Motion

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

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Information Item**

The Board entered into closed session at 1:01 p.m.

**Closed Session**

A. CONFERENCE WITH LABOR NEGOTIATOR (Government Code section 54957.6)

Agency designated representative: General Manager

Employee organization: Operating Engineers, Local #3

The Board reconvened into open session at 2:05 p.m.

**Announcement out of Closed Session**

No Report

**Adjournment**

Motion

*Director Swan moved, seconded by Director Carter and the motion passed to adjourn the meeting at 2:07 p.m.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

APPROVED:

ATTEST:

\_\_\_\_\_  
Robert Swan, President

\_\_\_\_\_  
Lindsay Northrop, Interim Board Secretary





**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 19, 2016  
12:00 p.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, and Steve Perreira being present. Also present was General Manager Jon Sterling and staff member Lindsay Northrop.

Director Swan called the meeting to order at 12:02 p.m.

Director Armstrong was absent.

**Agenda Approval**

Ms. Northrop stated that there are prior meetings not included, but they will appear on the next regular meeting agenda.

Motion

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

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Action Items to be Considered by the Board of Directors**

**Consent Calendar**

- A. Approve Minutes from April 11, 2016 Regular Board Meeting
- B. Approve Minutes from April 27, 2016 Special Board Meeting

Motion

*Director Swan moved, seconded by Director Carter and the motion passed to approve the consent calendar.*

**Consider for Approval Declaring Surplus Sale for Outdated Equipment (Staff)**

Mr. Sterling presented to the Board. He stated that staff is asking the Board to declare the items listed as surplus, so they can be traded in for a new vehicle. He introduced staff member Matt Dickens who is the District's mechanic, and primary user of the proposed new vehicle. A discussion ensued between the Board and staff.

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Equipment Committee's Recommendation that the 2004 Chevy Silverado Service Truck 16 be Declared Surplus, the 2009 Nissan Titan Declared Surplus, and the Trade In Value be Used to Purchase of a New Chevy Silverado as indicated.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*



**Consider for Approval Revised Sewer Rate Request for Proposal**

Director Swan presented the item to the Board. He stated all the revisions had been made, and mentioned a small typo to be fixed.

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Revised Sewer Rate Request for Proposal with the Modification as stated.*

*Ayes: Directors Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

The Board entered into closed session at 12:22 p.m.

**Closed Session**

A. CONFERENCE WITH LABOR NEGOTIATOR (Government Code section 54957.6)

Agency designated representative: General Manager

Employee organization: Operating Engineers, Local #3

The Board reconvened into open session at 1:10 p.m.

**Announcement out of Closed Session**

No Report

**Adjournment**

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to adjourn the meeting at 1:11 p.m.*

APPROVED:

ATTEST:

\_\_\_\_\_  
Robert Swan, President

\_\_\_\_\_  
Lindsay Northrop, Interim Board Secretary



**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 26, 2016  
1:00 p.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Bob Swan, President, Bruce Carter, Vice President, Scott Wemmer, and Steve Perreira being present. Also present was General Manager Jon Sterling and staff member Lindsay Northrop.

Director Swan called the meeting to order at 1:00 p.m.

Director Armstrong was absent.

**Agenda Approval**

Motion

*Director Swan moved, seconded by Director Carter, and the motion passed to approve the agenda with the addition of an Informational Item, A Discussion on Political Endorsements.  
Ayes: Directors Swan, Carter and Wemmer  
Absent: Director Armstrong and Perreira*

Director Perreira entered the meeting at 1:04 p.m.

**Action Items to be Considered by the Board of Directors**

**Consider for Approval Water Conservation Committee Recommendation for Water Conservation Goal**

Director Carter presented to the Board. He stated that with the shift of the burden of water restrictions to the residing districts, the water conservation committee recommends a voluntary reduction of 20%; to keep the District in line to meet the future 20x2020 requirement issued by the State, and to keep the District eligible for State grant funding. A discussion ensued between the Board and staff. Staff was directed to prepare a press release to notify customers of the reduction of sewer volume rate charges, and the change to Phase II of the drought restrictions.

Director Carter stated that he is hopeful that the community will continue to exercise the good habits they have developed in regards to water conservation.

Motion

*Director Swan moved, seconded by Director Carter, and the motion passed to Change the Phase of the Drought Emergency from Phase VI to Phase II, Which is Voluntary 20% Conservation.  
Ayes: Directors Swan, Carter and Wemmer  
Noes: Director Perreira  
Absent: Director Armstrong*

**Consider for Approval Water Conservation Committee Recommendation to modify District declared Drought Stage and to Reinstate 2014 Sewer Rates**

Mr. Sterling presented the item to the Board. He stated that with the mandatory conservation levels being removed by the state, staff and the water conservation committee recommend the



removal of the drought sewer rate structure, and return to the prior rate structure before the mandatory conservation level was implemented.

Director Carter stated that in addition to the revised rates the committee recommends to reinstate winter averaging for landscape usage. He stated that it is the intent for the future sewer ordinances that winter average be only applicable to full time residents, and must be physically inspected.

The Board directed staff to bring back a revised application for winter averaging to be approved at the next regular meeting.

Director Perreira stated he would like to take away the landscape exemption, in order to meet the conservation goal.

Motion

*Director Swan moved, seconded by Director Carter, and the motion passed to Return to Pre-Drought Sewer Usage Rates of June 1, 2010, Effective on June 1, 2016, and to Restore Winter Averaging Landscape Exemption as Detailed in District Ordinance 1-10, With a Tightened Authorization Process.*

*Ayes: Directors Swan, Carter and Wemmer*

*Noes: Director Perreira*

*Absent: Director Armstrong*

**Informational Items**

**Discussion on Political Endorsements**

Director Swan addressed the Board. He stated "We need to be really careful as a Board Member not to act like you are representing the Board when you are expressing your personal opinions. When you're on a Board, you don't give up your rights as a citizen, everyone has the absolute right to express their political opinions without hindrance by any governmental agency, I think it is a reasonable thing for identification purposes to show your affiliation with things, that helps people to know who you are. The only thing I am asking, and this is only a request because as you say, there is no mechanism for doing anything about it; but if we do express political opinions or political endorsements, and identify ourselves as being members of the Board, that we include some kind of language that says, this is not the opinion of the Board of Directors of GCSD."

**Adjournment**

Motion

*Director Swan moved, seconded by Director Wemmer, and the motion passed to adjourn the meeting at 12:51 p.m.*

*Ayes: Director Swan, Carter, Wemmer, and Perreira*

*Absent: Director Armstrong*

APPROVED:





ATTEST:

---

Robert Swan, President

---

Lindsay Northrop, Interim Board Secretary

DRAFT



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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
June 13, 2016

To: Board of Directors  
From: Paul Avila, Assistant Chief  
By: Jude R. Acosta, Battalion Chief  
Subject: Physical Fitness Equipment Purchase

---

**Discussion:**

In 2014 the CAL FIRE office of Occupational Health and Safety Programs (OSHPros) Health and Fitness Unit began developing a wellness/resiliency program as part of CAL FIRE's 2012 Strategic Plan.

The Department Safety Program and OSHPros teamed up and offered two Performance Tactical Education Physical Fitness courses, one TRX Functional Training course and one 8 Weeks Out Physical Fitness training course to CAL FIRE's Unit Physical Fitness Coordinators (UPFC's). These courses were designed to teach CAL FIRE UPFC's how to instruct fellow staff in safe physical fitness movements (workouts).

The equipment that is being requested for the Groveland Community Services District Fire Station falls directly in line with the aforementioned trainings provided. The equipment in this proposal provides our employees with the minimal equipment needed to build a stronger, healthier, less injury prone workforce. This equipment requested does not require regular maintenance and will last for years to come.

The program proposed consists of the use of a wall mounted rack, power bar, bumper plates, dumbbells, slam balls, and plyometric boxes. The focus of this training is muscular fitness, core strengthening and mobility, which will lead to injury prevention of the back and extremities. Perfect form while completing these exercises will help prevent any injuries while participating.

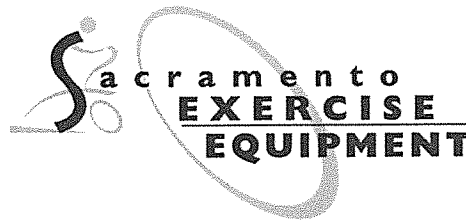
The ultimate goal of CAL FIRE's physical fitness program is to promote employee physical fitness and wellness as well as provide equipment and facilities for on-duty exercise.

**Recommendation:**

Consider the approval to purchase physical fitness equipment for the Groveland Community Services District Fire Station. The request is ideal for exercises that work all the major muscles, strengthen the core and encourages exercising in a positive team atmosphere.



**SACRAMENTO EXERCISE  
EQUIPMENT CENTER INC.**  
5400 Date Avenue/PO Box 41858  
Sacramento, CA 95841  
916-331-7030 / 916-331-6861 FAX  
www.sacramentoexercise.com



# QUOTATION

QUOTE NO.  
QU6-0428-3

**Changing Bodies  
For over 35 Years!!!!**

DATE 4/28/2016

CAL FIRE - GROVELAND  
18930 HWY 120  
GROVELAND, CA 95321

CUSTOMER PO

DATE REQUESTED 4/28/2016

TERMS Net 30 w/PO

SALES PERSON JAMES

209-962-7891

**Sacramento Exercise Equipment - Changing Bodies Since 1981**

QTY	UNIT	CODE	DESCRIPTION	UN. PRICE	TOTAL
1	EA	NOVA	4' WALL MOUNTED RACK  - INCLUDES: * (2) 108" UPRIGHTS * (1) PR J-CUPS * (1) 43" CROSSBAR * (2) 70" CROSSBARS  * UPGRADED 3" x 3" FRAME CONSTRUCTION (OVER 2" x 3" FROM ROGUE) * BLACK WRINKLE FINISH  * DOES NOT INCLUDE MOUNTING HARDWARE AND MUST BE BOLTED TO THE FLOOR & WALL	650.00	650.00T
1	EA	OB-86PB	7' BAR, POWER BAR, BLACK, 1500LB CAPACITY, REG. \$345.00 <a href="http://capbarbell.com/cap-barbell-olympic-2-inch-power-bar-7-feet/">http://capbarbell.com/cap-barbell-olympic-2-inch-power-bar-7-feet/</a>  * AMERICAN MADE WITH A LIFETIME WARRANTY  * 1500 LB. TEST * 28 MM GRIP  * BLACK IODIZED COATING  * LUBRICATED NEEDLE BEARINGS IN THE REVOLVING SLEEVES	265.00	265.00T
2	EA	FS-045BP	45 LB BUMPER PLATES 17.7" BLACK, WITH STEEL CENTER by FS FITNESS, REG. \$83.25 <a href="http://www.fitnesssolutionsllc.net/bumper-pleates/">http://www.fitnesssolutionsllc.net/bumper-pleates/</a>	74.25	148.50T
2	EA	FS-025BP	25 LB BUMPER PLATES 17.7" BLACK, WITH STEEL CENTER by FS FITNESS, REG. \$46.25 <a href="http://www.fitnesssolutionsllc.net/bumper-pleates/">http://www.fitnesssolutionsllc.net/bumper-pleates/</a>	41.25	82.50T

AUTHORIZED SIGNATURE:

**TOTAL**

**SACRAMENTO EXERCISE  
EQUIPMENT CENTER INC.**  
5400 Date Avenue/PO Box 41858  
Sacramento, CA 95841  
916-331-7030 / 916-331-6861 FAX  
www.sacramentoexercise.com



# QUOTATION

QUOTE NO.  
QU6-0428-3

**Changing Bodies  
For over 35 Years!!!!**

DATE 4/28/2016

CAL FIRE - GROVELAND  
18930 HWY 120  
GROVELAND, CA 95321

CUSTOMER PO

DATE REQUESTED 4/28/2016

TERMS Net 30 w/PO

SALES PERSON JAMES

209-962-7891

**Sacramento Exercise Equipment - Changing Bodies Since 1981**

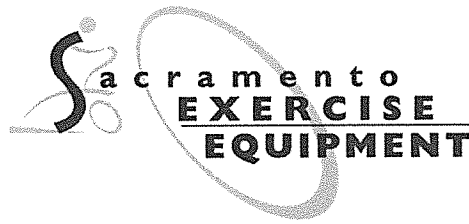
QTY	UNIT	CODE	DESCRIPTION	UN. PRICE	TOTAL
2	EA	FS-010BP	10 LB BUMPER PLATES 17.7" BLACK, WITH STEEL CENTER by FS FITNESS REG. \$24.50 <a href="http://www.fitnesssolutionsllc.net/bumper-plates/">http://www.fitnesssolutionsllc.net/bumper-plates/</a>	19.50	39.00T
* TRAINING PLATES ARE NOT WARRANTED AGAINST BREAKAGE					
1	EA	FS-OLY COLL	OLYMPIC SPRING COLLARS By: FS SOLUTIONS REG. \$12.50 PR	9.50	9.50T
2	EA	FS-05RD	5 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$8.25 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	6.90	13.80T
2	EA	FS-10RD	10 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$16.50 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	13.80	27.60T
2	EA	FS-15RD	15 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$24.75 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	20.70	41.40T
2	EA	FS-20RD	20 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$33.00 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	27.60	55.20T
2	EA	FS-25RD	25 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$41.25 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	34.50	69.00T
2	EA	FS-30RD	30 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$49.50 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	41.40	82.80T
2	EA	FS-35RD	35 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$57.75 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	48.30	96.60T
2	EA	FS-40RD	40 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$66.00 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	55.20	110.40T
2	EA	FS-45RD	45 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$74.25 <a href="http://www.fitnesssolutionsllc.net/dumbbells/">http://www.fitnesssolutionsllc.net/dumbbells/</a>	62.10	124.20T

AUTHORIZED SIGNATURE:

**TOTAL**

**SACRAMENTO EXERCISE  
EQUIPMENT CENTER INC.**

5400 Date Avenue/PO Box 41858  
Sacramento, CA 95841  
916-331-7030 / 916-331-6861 FAX  
www.sacramentoexercise.com



**QUOTATION**

QUOTE NO.  
QU6-0428-3

**Changing Bodies  
For over 35 Years!!!!**

DATE 4/28/2016

CAL FIRE - GROVELAND  
18930 HWY 120  
GROVELAND, CA 95321

CUSTOMER PO

DATE REQUESTED 4/28/2016

TERMS Net 30 w/PO

SALES PERSON JAMES

209-962-7891

**Sacramento Exercise Equipment - Changing Bodies Since 1981**

QTY	UNIT	CODE	DESCRIPTION	UN. PRICE	TOTAL
2	EA	FS-50RD	50 LB RUBBER HEX DUMBBELL by FS FITNESS, REG. \$82.50 <a href="http://www.fitnessolutionsllc.net/dumbbells/">http://www.fitnessolutionsllc.net/dumbbells/</a>	69.00	138.00T
1	EA	SLAM-B10	SLAM BALL, 10 LBS by FS FITNESS	33.57	33.57T
1	EA	SLAM-B15	SLAM BALL, 15 LBS by FS FITNESS	42.07	42.07T
1	EA	SLAM-B20	SLAM BALL, 20 LBS by FS FITNESS	46.32	46.32T
1	EA	SLAM-B25	SLAM BALL, 25 LBS by FS FITNESS	50.57	50.57T
2	EA	PB-18	PLYO BOX W/ RUBBER SURFACE, 18" H X 14.5" TOP X 20" BOTTOM, BY APOLLO, REG. \$119.50  * RED FRAME * 18" W X 18" H * STEEL FRAME w/SLIP RESISTANT RUBBER SURFACE	95.90	191.80T
1	EA	PB-24	PLYO BOX W/ RUBBER SURFACE, 24" H X 16" TOP X 22.5" BOTTOM, BY APOLLO, REG \$129.50  * RED FRAME * 21" W X 24" H * STEEL FRAME w/SLIP RESISTANT RUBBER SURFACE	103.60	103.60T
1	EA	CUST PICK UP	CUSTOMER IS PICKING UP UNASSEMBLED EQUIPMENT TO ASSEMBLE AT THEIR HOME. IF WE NEED TO GO TO CUSTOMER'S HOME TO FIX OR ASSIST WITH ASSEMBLY, THERE WILL BE A TRIP CHARGE OF \$45 - \$65 FOR CARDIO AND \$95.00 - \$145.00 FOR HOME GYMS - PLUS LABOR - FOR LOCAL TRIPS. ASSISTANCE BY PHONE IS ALWAYS AVAILABLE TO OUR CUSTOMERS WITHOUT A CHARGE. DEFECTIVE PRODUCTS ARE COVERED UNDER A SEPARATE PROGRAM.	0.00	0.00T
SALES TAX				8.00%	193.71

**TOTAL \$2,615.14**

AUTHORIZED SIGNATURE:

\*QUOTED PRICES EXPIRE IN 30 DAYS.





Credit Card (Authorize.net)

Credit Card Type\*

--Please Select--

Credit Card Number\*

Credit Card Number

Expiration Date\*

Month

Year

Card Verification Number\*

Card Verification Number

[What is this?](#)

PayPal

#### 4 REVIEW YOUR ORDER

Product	Qty	Subtotal
W-4 Unit - 4' Wall Mount	1	\$550.00
Barbell Bar & Bumper Set	1	\$585.00
Add Squat Stand & Bench: Do Not Add		
Choose a Bar: Rogue Ohio Bar - Black on Black Zinc		
York Rubber Hex Dumbbell Set: 5 - 50lbs	1	\$660.00
10lb Echo Slam Ball	1	\$29.99
15lb Echo Slam Ball	1	\$39.99
20lb Echo Slam Ball	1	\$49.99
25lb Echo Slam Ball	1	\$59.99
18" Steel Plyobox	2	\$178.00
24" Steel Plyobox	1	\$99.00
	<b>Subtotal</b>	<b>\$2,251.96</b>
	<b>Shipping</b>	<b>\$470.95</b>
	<b>Tax</b>	<b>\$168.90</b>
	<b>Gift Cards</b>	<b>\$0.00</b>
	<b>Grand total</b>	<b>\$2,891.81</b>

[Edit Your Cart](#)



**AGENDA SUBMITTAL**

**To:** GCS D Board of Directors  
**From:** GCS D Staff  
**Date:** June 8, 2016  
**Subject:** Consider for Approval Annual PERS Unfunded Liability Payment to be made as Lump Sum Payment

---

**Summary**

The Public Employees Retirement System (PERS) offers a monthly or annual payment contribution to be applied to the newly introduced smoothing policy to address the Unfunded Liability difference identified by PERS. For fiscal year 16/17 the Unfunded Liability for the Miscellaneous Plan is \_\_\_\_\_ and for the Inactive Safety Unit is \_\_\_\_\_. If paid as a lump sum a 4% savings can be had as opposed to making monthly installment payments.

**Recommended Action**

**Approve Lump Sum Unfunded Liability Payment of \$114,010 to PERS**





Home Profile Reporting Person Information Education Other Organizations

Summary Payments Receivables Retirement Contract Health Contract Agreements Mergers and Reorganizations

Common Tasks

Menu

Retirement Contract Information  
Contract Number: 10666

Contract Status: Active

View Benefits

Rate Details

Maintain Positions

View Merger History

View Special Provisions

Maintain CBU

GASB Information

Rate Plan Identifier: 1009

Member Category: Miscellaneous

Risk Pool: Yes

Superfunded: No

Normal Cost Rate: 11.008%

Unfunded Actuarial Liability Rate: 0.0%

Phase Out Rate: 0.0%

Side Fund Rate: 0.0%

Class 1 Surcharge Rate: 0.626%

Pre-paid: No

Total Employer Rate: 11.634%

0% Rate Prepayment Amount: \$0.00

Rate Plan Effective Date: 07/01/2016

Prepaid Rate Adjustment: 0.0%  
Effective Employer Rate: 11.634%

Unfunded Accrued Liability  
Monthly Amount: \$7,898.94  $\times 12 = 94,787.28$

Unfunded Accrued Liability  
Prepayment Amount: \$91,421.00

© Copyright 2016 CalPERS | Conditions of Use | Accessibility

Build: v5.9.0.a Baseline: 160503\_181603\_v5.9\_Int.8786 UID: 896

SAV #3,366.28





Home Profile Reporting Person Information Education Other Organizations

Summary Payments Receivables Retirement Contract Health Contract Agreements Mergers and Reorganizations

Common Tasks

Menu



Retirement Contract Information  
Contract Number: 10666

Contract Status: Active

View Benefits



Rate Details

Maintain Positions

Rate Plan Identifier: 1010

View Merger History

Member Category: Safety - Fire

View Special Provisions

Risk Pool: Yes  
Superfunded: No

Maintain CBU

Normal Cost Rate: 0.0%  
Unfunded Actuarial Liability Rate: 0.0%  
Phase Out Rate: 0.0%  
Side Fund Rate: 0.0%  
Class 1 Surcharge Rate: 0.0%

GASB Information

Pre-paid: No

Total Employer Rate: 0.0%

0% Rate Prepayment Amount: \$0.00

Rate Plan Effective Date: 07/01/2016

Prepaid Rate Adjustment: 0.0%  
Effective Employer Rate: 0.0%

Unfunded Accrued Liability

Monthly Amount: \$1,951.76  $\times 12 = 23421.12$

Unfunded Accrued Liability  
Prepayment Amount: \$22,589.00

SAV # 832.12





**AGENDA SUBMITTAL**

**To:** GCSD Board of Directors  
**From:** GCSD Staff  
**Date:** June 8, 2016  
**Subject:** Consider for Approval Atkinson, Anderson, Loya, Ruud, & Romo Attorney Representation Agreement

---

**Summary**

Kevin Dale Partner of Atkinson, Anderson, Loya & Romo Attorneys at Law (AALR&R) has represented the District for the last three years in matters pertaining to employment law. Mr. Dale and AALR&R services have been extremely professional, timely and on budget these last three years and they have developed an institutional knowledge of the districts day to day business. There is an increase of \$20 dollars per hour to \$250.00 for Partners and Senior Counsel (which is the first increase in over three years). Our contract for services is up for renewal and it is staff's recommendation that the contract be renewed.

**See Attached:**  
**Cover Letter from AALR&R**  
**Attorney Representation Agreement**

**Recommended Action**

**Renew contract with Atkinson, Anderson, Loya, Ruud, & Romo for Employment Law services**



ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

5260 NORTH PALM AVENUE, SUITE 300  
FRESNO, CALIFORNIA 93704-2215  
(559) 225-6700

FAX (559) 225-3416  
WWW.AALRR.COM

CERRITOS  
(562) 653-3200

IRVINE  
(949) 453-4260

PASADENA  
(626) 583-8600

PLEASANTON  
(925) 227-9200

RIVERSIDE  
(951) 683-1122

SACRAMENTO  
(916) 923-1200

SAN DIEGO  
(858) 485-9526

OUR FILE NUMBER:

006128.00001  
14081796.1

May 26, 2016

VIA E-MAIL AND U.S. MAIL

Jon Sterling  
General Manager  
Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321

**Re: Updated Attorney Representation Agreement**

Dear Mr. Sterling:

Enclosed please find a proposed updated Attorney Representation Agreement between the District and AALRR. As you may know, this is the first updated agreement and revised rate schedule that we have presented since we initially began working with the District (which was over three years ago).

As usual, our rates remain competitive and we are proud to provide top notch talent and resources to the District. We have included an effective date of July 1, 2016, and would appreciate the Agreement being presented to the Board of Directors at a meeting in June. In the meantime, if you have any questions please don't hesitate to contact me.

Sincerely,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO



Kevin R. Dale

KRD:agg  
Enclosure



## ATTORNEY REPRESENTATION AGREEMENT

### I. PARTIES

This Attorney Representation Agreement ("Agreement") is entered into by and between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a professional corporation, hereinafter referred to as "Attorney" or the "Law Firm" and the GROVELAND COMMUNITY SERVICES DISTRICT, hereinafter referred to as "Client."

### II. PURPOSE

Client desires to retain and engage Law Firm to provide legal services and consultation relating to general employment law matters, labor negotiations and labor advice, labor relations and other services as requested by the Client. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

### III. TERMS AND CONDITIONS

#### A. Fees for Services

##### 1. Hourly Rate Services

Client agrees to pay the Law Firm at the following standard hourly rates:

Partners/Senior Counsel: \$250.00

Associates (depending on years of professional experience): \$220.00 - \$240.00

Paralegals: \$175.00

##### 2. Costs and Expenses

The Law Firm will charge Client for telephone charges (\$.07 per minute), incoming and outgoing faxes (\$1.00 per page), photocopies (\$.20 per page), mailing fees, messenger services, computer database (e.g. Westlaw) searches (billed at vendor's standard retail rate), word processing (\$40.00 per hour), and travel expenses including mileage at IRS rate, parking, meals, and lodging.

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm's representation of Client are not included and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of Client; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of Client with Client's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of Client in the event a particular cost item totals \$2,000.00 or less.



B. Billing Practices

1. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to Client on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from Client by the 10th of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of Client in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

2. Hourly rate services shall be charged to Client at a minimum increment of one-tenth hour, including reasonable travel time billed portal-to-portal. When time spent by Attorney on a particular service exceeds one-tenth hour, the charge will be rounded up to the next one-tenth hour increment.

3. Client agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement.

C. Termination of Representation

Client has the right, at any time, and either with or without good cause, to discharge the Law Firm as its attorneys. In the event of such a discharge of the Law Firm by Client, however, any and all unpaid attorneys' fees and costs owing to the Firm by Client shall be immediately due and payable.

The Law Firm reserves the right to discontinue the performance of legal services on behalf of Client on a particular matter upon the occurrence of anyone or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

3. Upon a failure of Client to perform any of Client's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill; or,

4. Upon failure to cooperate with Law Firm as described in paragraph E.

In the event that the Law Firm ceases to perform legal services for Client, Client agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advanced. Further,





the Client agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, Client will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

D. Possible Third Party Conflicts

The Firm has a number of attorneys. The Firm may currently or in the future represent one or more other clients in matters involving Client. The Firm undertakes this engagement on the condition that the Firm may represent another client in a matter in which the Firm does not represent Client, even if the interests of the other client are adverse to those of Client (including appearance on behalf of another client adverse to Client in litigation or arbitration), provided the other matter is not substantially related to the Firm's representation of Client and in the course of representing Client attorneys of the Firm have not obtained confidential information of Client material to the representation of the other client ("Permitted Adverse Representation"). Client's consent to this arrangement is required because of its possible adverse effects on performance of the Firm's duties as attorneys to remain loyal and available to those other clients and to render legal services with vigor and competence. Also, if an attorney does not continue an engagement or must withdraw therefrom, the client may incur delay, prejudice or additional cost such as acquainting new counsel for the matter. Client agrees not to seek to disqualify the Firm from representing such other client in any Permitted Adverse Representation.

E. Client Cooperation

Client understands and agrees that, in order for the Law Firm to represent Client effectively, it is necessary for Client to assist and cooperate with the Law Firm during this engagement. Client agrees to: (1) make its employees and officials available to discuss issues as they arise; (2) attend and participate in meetings, preparation sessions and court proceedings, review drafts of documents, and perform other activities in connection with the representation; and (3) provide complete and accurate information and documents to us on a timely basis. Noncooperation will be grounds for the Law Firm's withdrawal from representing Client on a particular matter. It is essential that Client and the Law Firm maintain open communications.

F. Arbitration: Waiver of Jury Trial

If any dispute arises out of, or related to, a claimed breach of this agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

G. Protection of Client Confidences - High Tech Communication Devices

The Law Firm is aware of its important obligation to preserve the secrets and confidences of its clients which it holds in precious trust for them. To that end it is important that Client and the Law Firm agree from the outset what kinds of communications technology the Law Firm should employ in the course of representing Client. For example, the exchange of documents



and other information using email or other types of electronic communications involves some risk that information will be retrieved by third parties with no right to see it. Even the use of facsimile machines can cause problems if documents are sent to numbers where the documents sit in open view.

Therefore, Client should only provide the Law Firm with cellular numbers, facsimile numbers and email addresses which are acceptable to Client for receiving confidential communications from the Law Firm. Client agrees that the Law Firm may use any of the cellular numbers, facsimile numbers and email addresses other than those which you specify in writing that the Law Firm should not use.

H. Document Retention and Destruction

After a file on a matter is closed, Client has a right to request the Law Firm to return the file to Client. Absent such a request, the Law Firm shall retain the file on Client's behalf for a period of five (5) years. Following this period of time, the Law Firm will destroy such files.

I. Miscellaneous

1. Law Firm and Client agree that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of Client.
2. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

J. Entire Agreement

This Agreement represents the entire agreement between Client and the Law Firm unless a particular matter is covered by a separate written agreement. By execution of this Agreement, Client certifies that it has carefully reviewed and understands the contents of this Agreement and agrees to be bound by all of its terms and conditions. Furthermore, Client acknowledges that the Law Firm has made no representations or guarantees regarding the outcome, or the time necessary to complete or resolve a particular matter. No change or waiver of any of the provisions of this Agreement will be binding on either Client or the Law Firm unless the change is in writing and signed by both Client and the Law Firm.

IV. **DURATION**

This Agreement shall commence on July 1, 2016. The attorney-client relationship between the Firm and Client will cease at the conclusion of the matter(s) specified above. If the Firm is not asked by Client to provide advice for a period of one (1) year from the last date the Firm provided such advice, both Client and the Firm agree that the attorney-client relationship

///

///



terminated on the last date the Firm provided advice without further action or notice by either party.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kevin R. Dale  
Partner

“Client”

GROVELAND COMMUNITY SERVICES DISTRICT

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Jon Sterling  
General Manager



AGENDA SUBMITTAL

**To:** GCSO Board of Directors  
**From:** GCSO Staff  
**Date:** June 8, 2016  
**Subject:** Consider for Approval Appointing Board Member to Attend Monthly IRWMP Meetings

---

**Summary**

Due to staff vacancies we have had a challenge in having a representative attend the monthly Integrated Regional Water Management plan (IRWMP) meetings. In order to remain in good standing as a member the District needs to have a representative attend the monthly meetings, at this time the District is not a member in good standing do to absenteeism at the meetings as staff was unavailable. The Lift Station 16 project is being funded through a grant from Department of Water Resources administered by IRWMP. Staff is polling the Board to see if a Board member is available to attend the IRWMP meetings as the Districts representative.

**Recommended Action**

Staff recommends the Board to appoint a Director to attend IRWMP meetings to keep the District in Compliance for Grant funding.





May 4, 2016



TUOLUMNE-  
STANISLAUS  
INTEGRATED  
REGIONAL WATER  
MANAGEMENT  
AUTHORITY

*The Tuolumne-  
Stanislaus  
Watershed Advisory  
Committee (WAC)  
has been established  
by the Tuolumne-  
Stanislaus Integrated  
Water Management  
Authority Board to  
advise the board on  
all facets of the  
implementation of  
the Tuolumne-  
Stanislaus Integrated  
Regional Water  
Management Plan  
(T-S IRWMP)*

RE: Tuolumne-Stanislaus Integrated Regional Water Management Authority Standing

Dear Board Member Perreira,

As you are aware, Groveland Community Services District is a member of the T-Stan IRWMA Watershed Advisory Committee. As the primary representative for GCSD, I want you to be aware that GCSD is no longer a member in good standing of the T-Stan IRWMA WAC.

Section (6) B of the IRWMA JPA By-laws includes the following language:

“Membership in Good Standing for Watershed Advisory Committee Member Organizations: In order for a Watershed Advisory Committee (WAC) Member Organization to be considered a member in good standing, they must comply with the following conditions:

1. Complete membership form designating a member and alternate.
2. Formally commit to uphold the guidelines of the charter and accept the T-S IRWM Plan.
3. Attend at least 50% of the previous four WAC meetings (member and/or alternate).
4. Submit payment of financial contributions, when applicable, within 60 days of receipt of invoice.

Member organizations that do not comply with the above conditions for a period of six consecutive months, will be notified their organization has been deemed ‘inactive,’ and will not be consulted in their absence before decisions are finalized. Inactive organizations will no longer be eligible to vote and will not be counted towards the quorum of the WAC. Organizations will need to complete deficient steps (B) 1-4 in order to be restored as active members.”



According to our records, the last GCSD representative to attend a WAC meeting was Ms. Jennifer Flores on December 16, 2015. Therefore, GCSD has not complied with (B)3 of the by-laws.

The T-Stan IRWMA benefits from the participation of GCSD and would very much like GCSD to be reinstated as a member in good standing. In order to achieve this goal, GCSD will need to attend 50% of four consecutive upcoming meetings and pay the 2016-2017 invoice for \$100 within 60 days of receipt, if you have not already done so.

Please feel free to contact me, or Administrator Lindsay Mattos, if you have any questions. We look forward to seeing GCSD soon!

Thank you,



Carolyn Lott, T-Stan IRWMA Facilitator





G.C.S.D. Services - 209 / 962-7161  
Fax - 209 / 962-4943  
Fire Department - 209 / 962-7891  
www.gcsd.org

water • fire protection • parks • wastewater collection & treatment

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

## APPLICATION & WORKSHEET FOR SPECIAL FLAT RATE – SEWER USE

### Sewer Ordinance 1-10 Article VII. Service Charges

#### Section 7.01 (e) Special Flat Rate for Significant Landscape Irrigation

*In order to qualify for the special flat rate determined under the provisions of this paragraph, Users shall provide proof suitable to the District's General Manager of said irrigation, in which the General Manager shall determine is significant relative to the User's total water usage.*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Service Address \_\_\_\_\_ Unit/Lot: \_\_\_\_\_

Mailing Address: (if different): \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full Time Resident

Weekend/Part Time

Type of Irrigation System: Drip

Sprinklers

Combined

Timer System  Yes

No

Number of Sprinklers: \_\_\_\_\_

Winter Averaging: Any vacation time January through March?  Yes

No

Onsite Inspection

Photograph of Landscape

**\*\* Proof of Irrigation can be validated by an onsite inspection by GCS D staff or by full colored photographic evidence of the landscape and irrigation systems \*\***

X Signature: \_\_\_\_\_

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

*By signing this application you are validating that the above is a truthful representation of winter water use. If for any reason the enclosed information is invalid, sewer charges will revert to standard billing charges of \$.00698 per gallon.*



To be Completed By GCSD Staff

January \_\_\_\_\_

Summer Volume Use:

June: \_\_\_\_\_

February \_\_\_\_\_

July: \_\_\_\_\_

March \_\_\_\_\_

Aug: \_\_\_\_\_

Average Monthly Use: \_\_\_\_\_

General Manager Approval: \_\_\_\_\_

Field Notes: \_\_\_\_\_

Amount of Adjustment to UB Account:     <         >    

Letter of Approval/Denial Mailed: \_\_\_\_\_





Date

Tanya Allen  
Supervising Engineer  
County of Tuolumne  
2 South Green Street  
Sonora, CA 95370

Re: Support for Groveland Sidewalk Project

Dear Ms. Allen:

The Place Agency Name Here supports the County's application under the Active Transportation Project (ATP) to construct sidewalks along SR 120 and Ferretti Road in Groveland.

Groveland is considered to be the gateway to Yosemite. As such, Groveland is visited by hundreds of thousands of people each year. Locals and visitors love to walk to and from the shops, coffee houses, and historical locations throughout Groveland. The addition of contiguous sidewalks will encourage more foot traffic in the downtown corridor and will have a positive impact on the businesses located there.

Currently, our community lacks the infrastructure to connect many of our visitors and residents to our schools, businesses and airport. There are many adopted foot paths along SR 120 and Ferretti Road that are unsafe to walk on due to high traffic speeds and lack of barrier between traffic and pedestrians. Never-the-less, pedestrians use these unsafe foot paths which raises a large concern that a pedestrian or bike rider will be hit by traffic.

The Place Agency Name Here supports this project for the following reasons:

- Place any reason that your agency supports this project. Examples are given below
- The new sidewalks will make connections to existing sidewalks. This will promote more pedestrian travel to and throughout downtown Groveland.
- Currently, walking along SR 120 and Ferretti Road is very unsafe. This puts pedestrians in Groveland at high risk to be struck by vehicles. Providing sidewalks will help solve this safety hazard.
- Sidewalks and safe walking facilities in Groveland will allow more people to walk, run, and bicycle. Making these activities part of an everyday routine decreases the likelihood of heart disease, types of diabetes, obesity, and other chronic health issues.

Place Agency Name Here believes that this project will promote and increase walking and bicycling, increase public health in Groveland, and make the roads in Groveland safer for pedestrians. Thank you for the opportunity to support important project.




Sincerely,  
Name  
Title  
Organization

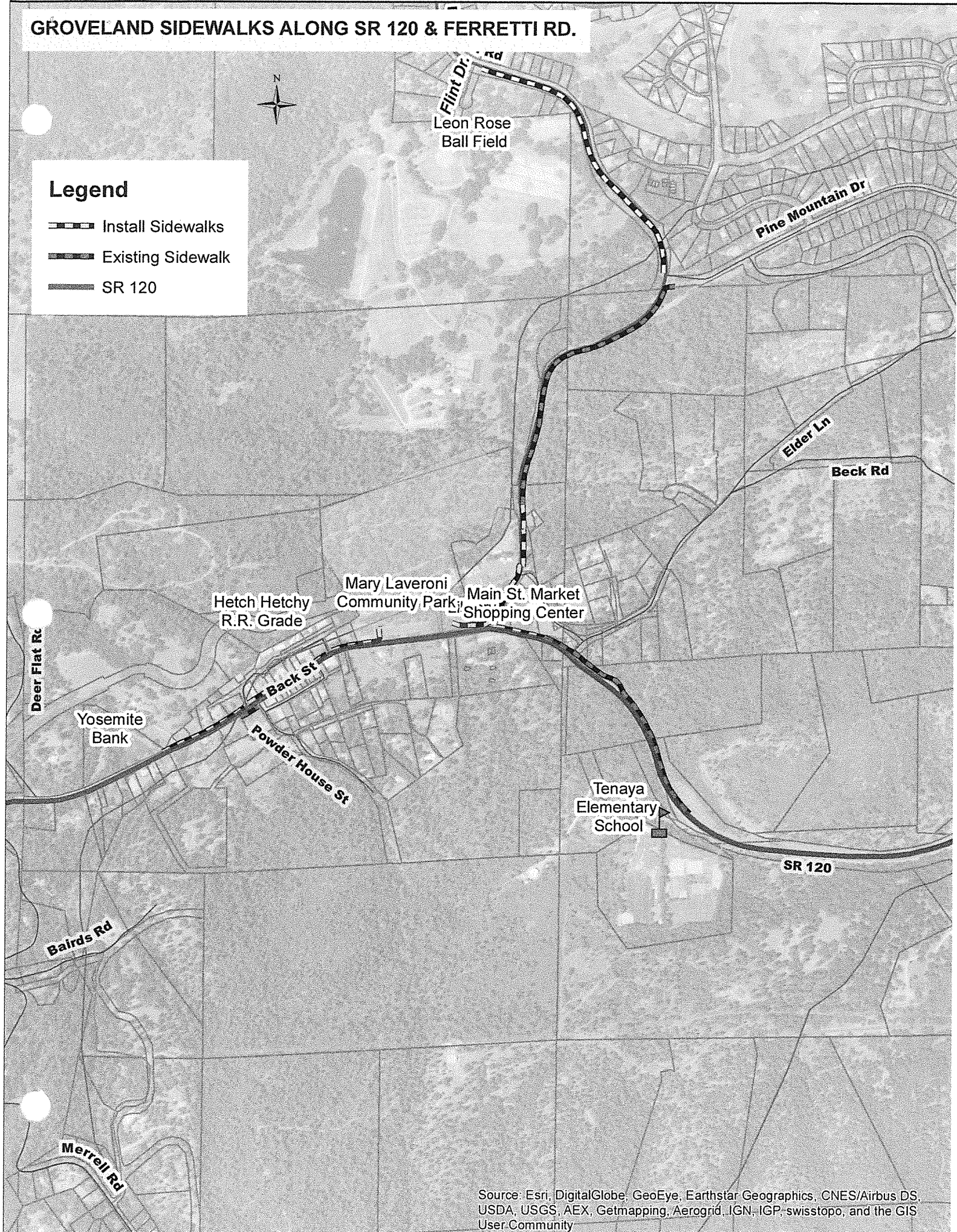


# GROVELAND SIDEWALKS ALONG SR 120 & FERRETTI RD.



## Legend

-  Install Sidewalks
-  Existing Sidewalk
-  SR 120







G.C.S.D. Services - 209 / 962-7161

Fax - 209 / 962-4943

Fire Department - 209 / 962-7891

[www.gcsd.org](http://www.gcsd.org)

*water • fire protection • parks • wastewater collection & treatment*

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

June 2, 2016

Tamara Dockstader  
Amador Tuolumne Community Action Agency  
427 N. Highway 49, Suite 305  
Sonora, Ca 95370

Re: Need for Housing Stabilization Services and Rental/Utility Assistance

The Groveland Community Services District is very fortunate to have a working relationship with ATCAA. The Housing Program, and other assistance programs ATCAA provides, has helped dozens in our local rural community. With the ongoing recession, any assistance to our low income, disabled, and fixed income customers through grant funding greatly assists their ability to afford their utility bill with GCSD.

In September of 2015, ATCAA's Well Assistance Program reached property owners not served by the District's Water Supply and has provided over 176,000 gallons of water to those affected by the record drought. The District too, looks for any and all opportunities for funding to shift the burden from our rate payers, and we understand how essential Grant funding can be.

We hope that you will continue to be successful in the efforts to bring more financial and educational resources to our community, as well as Tuolumne County.

Sincerely,

The Groveland Community Services District Board of Directors





**California Special  
Districts Association**  
*Districts Stronger Together*

## MEMORANDUM

**DATE:** April 29, 2016

**TO:** California Special Districts Association (CSDA) Voting Members

**FROM:** Bill Nelson, CSDA Board President  
Neil McCormick, Chief Executive Officer

**SUBJECT:** Proposed CSDA Bylaws Updates

---

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at [www.csda.net/bylaws](http://www.csda.net/bylaws).

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

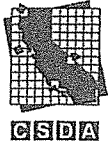
**Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at [charlottel@csda.net](mailto:charlottel@csda.net) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**







**California Special  
Districts Association**  
*Districts Stronger Together*

## MEMORANDUM

**DATE:** April 29, 2016

**TO:** California Special Districts Association (CSDA) Voting Members

**FROM:** Bill Nelson, CSDA Board President  
Neil McCormick, Chief Executive Officer

**SUBJECT:** Proposed CSDA Bylaws Updates

---

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at [www.csdanet.org/bylaws](http://www.csdanet.org/bylaws).

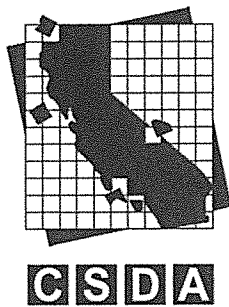
As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

**Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at [charlottel@csdanet.org](mailto:charlottel@csdanet.org) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**





# **BYLAWS**

## **California Special Districts Association**

### **Approved Bylaw Revision Dates:**

**Revised 1996**

**Revised 1999**

**Revised 2004**

**Revised October 1, 2009**

**Revised August 2, 2010**

**Revised August 1, 2011**

**Revised July 1, 2014**

## TABLE OF CONTENTS

ARTICLE I – GENERAL.....	4
Section 1. Purpose:.....	4
Section 2. CSDA Regions/Networks:.....	4
Section 3. Principal Office:.....	4
ARTICLE II – MEMBERSHIP.....	5
Section 1. Qualification of Membership:.....	6
Section 2. Membership Application:.....	6
Section 3. Membership Dues:.....	6
Section 4. Membership Voting:.....	6
Section 5. Membership Quorum:.....	<u>667</u>
Section 6. Membership Meetings:.....	7
Section 7. Termination of Membership:.....	<u>10408</u>
ARTICLE III – DIRECTORS.....	<u>11119</u>
Section 1. Number of Directors:.....	<u>11119</u>
Section 2. Term of Office:.....	<u>11119</u>
Section 3. Nomination of Directors:.....	<u>11119</u>
Section 4. Election of Directors:.....	<u>11119</u>
Section 5. Event of Tie:.....	<u>131310</u>
Section 6. Director Vacancy:.....	<u>131310</u>
Section 7. Director Disqualification:.....	<u>141411</u>
Section 8. Powers of Directors:.....	<u>151511</u>
ARTICLE IV – DIRECTOR MEETINGS.....	<u>161612</u>
Section 1. Place of Meetings:.....	<u>161612</u>
Section 2. Ratification Meeting:.....	<u>161612</u>
Section 3. Organization Meeting:.....	<u>161612</u>
Section 4. Planning Session:.....	<u>161612</u>
Section 5. Regular Meetings:.....	<u>161612</u>
Section 6. Special Meetings:.....	<u>161612</u>
Section 7. Quorum:.....	<u>161612</u>
Section 8. Board Meetings by Telephone and Electronic Communications.....	<u>13</u>
Section <u>98</u> . Official Records:.....	<u>161613</u>
ARTICLE V – OFFICERS.....	<u>181814</u>
Section 1. Number and Selection:.....	<u>181814</u>
Section 2. Duties of the President:.....	<u>181814</u>
Section 3. Duties of the Vice President:.....	<u>181814</u>
Section 4. Duties of the Secretary:.....	<u>181814</u>
Section 5. Duties of the Treasurer:.....	<u>191915</u>
Section 6. Disbursement of Funds:.....	<u>191915</u>
Section 7. Removal of Officers:.....	<u>191915</u>
ARTICLE VI – COMMITTEES.....	<u>202016</u>

Section 1. Committee Structure: .....	<u>202016</u>
Section 2. Committee Actions: .....	<u>202016</u>
Section 3. Committee Meetings: .....	<u>202016</u>
Section 4. Standing Committees: .....	<u>212117</u>
Section 5. Ad Hoc Committees: .....	<u>222218</u>
Section 6. Special Committee of the Board: .....	<u>222218</u>
ARTICLE VII – INDEMNIFICATION .....	<u>232319</u>
Section 1. Right of Indemnity: .....	<u>232319</u>
Section 2. Approval of Indemnity: .....	<u>232319</u>
Section 3. Insurance: .....	<u>232319</u>
Section 4. Liability: .....	<u>232319</u>
ARTICLE VIII – <del>LOCAL</del> <u>AFFILIATED</u> CHAPTERS.....	<u>242420</u>
Section 1. Purpose:.....	<u>242420</u>
Section 2. Organization:.....	<u>242420</u>
Section 3. Rules, Regulations and Meetings: .....	<u>242420</u>
Section 4. Financing of <del>Local</del> <u>Affiliated</u> Chapters:.....	<u>242420</u>
Section 5. Legislative Program Participation:.....	<u>252520</u>
ARTICLE IX – AMENDMENTS TO THE BYLAWS.....	<u>262624</u>
Section 1. Amendment Proposals:.....	<u>262624</u>
Section 2. Amendment Membership Meeting: .....	<u>262624</u>
Section 3. Mailed <u>Written Bylaws</u> Amendment Ballot: .....	<u>262624</u>
Section 4. <u>Bylaws</u> Amendment Ratification:.....	<u>272724</u>
EXHIBIT A.....	<u>282822</u>

**ARTICLE I – GENERAL**

**Section 1. Purpose:**

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

**Section 2. CSDA Regions/Networks:**

The state of California shall be divided along county boundaries into six voting regions/networks. The areas of the regions/networks have been determined by the Board of Directors of CSDA.

Exhibit A.....Map of the six (6) regions/networks of CSDA.

**Section 3. Principal Office:**

The principal business office of CSDA shall be located in Sacramento, California.

## ARTICLE II – MEMBERSHIP

### **Section 1. Qualification of Membership:**

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

#### **A. Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

#### **B. Associate Non-Voting Members:**

Associate members shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

#### **C. Business Affiliate Members:**

Business Affiliate members shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of

CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

**Section 2. Membership Application:**

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

**Section 3. Membership Dues:**

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

**Section 4. Membership Voting:**

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

**A. Voting Designee:**

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate ~~by resolution, one~~ representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member.

**B. Voting Authorization:**

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or ~~mail~~-by ballot.

**Section 5. Membership Quorum:**

**A. Meeting Quorum:**

Twenty-five voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. ~~Absentee ballots shall not be accepted. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.~~

**B. Mailed or Electronic Ballot Quorum:**

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall



be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

## **Section 6. Membership Meetings:**

### **A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members.

~~Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

### **B. Special Meetings:**

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or ~~by a majority of at least a quorum of the members (25 members).~~ Written notice shall include all matters the Board of Directors intends to present for action and vote by the members. Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

~~Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.~~

### **C. Notice of Meetings:**

Whenever members are permitted to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of electronic transmission or electronic video screen communication to be utilized by and between CSDA and its members, if any, by which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to a member which has provided to CSDA an unrevoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

#### D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by electronic video screen communication by and between such members and CSDA. Any eligible member participating in a meeting electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by electronic video screen communication by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

#### C. Mail Ballot:

The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall

~~be mailed by first class mail, at least 45 days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.~~

**E. Majority Vote:**

~~A majority of votes cast or ballots received shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall not be allowed. Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters; and (2) the number of votes approving the action or proposal equals or exceeds a majority (50% plus one) of the regular voting members present and casting votes on the issue.~~

**F. Solicitation of Written Ballots from Members:**

~~All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement (25 returned ballots); (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.~~

~~Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.~~

**G. Return of Ballots:**

~~Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication from regular voting members after the specified date shall not be counted and shall be invalid.~~

**H. Number of Votes Required for Approval:**

~~Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting of members, i.e. 50% plus one of those participating members casting written ballots either electronically or by first class mail.~~

**Section 7. Termination of Membership:**

Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after said notice, the delinquent member shall automatically cease to be a member of CSDA. CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary.

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

## ARTICLE III – DIRECTORS

### **Section 1. Number of Directors:**

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three directors elected from each of the six CSDA regions/networks. Directors elected from each of the six regions/networks shall hold staggered three year terms. The three directors serving a term of office from a region/network shall be elected from three different regular voting member agencies located in that region/network.

### **Section 2 Term of Office:**

Directors elected from each of the six regions/networks shall hold staggered three year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three years.

### **Section 3. Nomination of Directors:**

Nomination shall be by region/network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that region/network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each region's/network's qualified nominees will be submitted by mail or electronic ballot, to that region's/network's regular voting membership for election pursuant to Article III, Section 4

### **Section 4. Election of Directors:**

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the region/network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with staff, the regions/networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

#### **A. Written Notice:**

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least 120 days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid.

**B. Balloting and Election:**

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a ~~written~~mailed ballot specifying the certified nominees in each region/network shall be distributed by first class mail or electronically to each regular voting member in that region/network by first class mail. Each such regular member in good standing in each region/network shall be entitled to cast one vote for each of that region's/network's open seats on the Board.

The ballot for each region/network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a region/network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region/network were mailed-sent a ballot, either by first class mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6.F-H of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or first class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement (25); (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action (25); and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each Board position subject to election as would be required for an election of a nominee at a meeting of the members. -

Written Ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the

designated election date, which shall be at least 45 days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential.

### **Section 5. Event of Tie:**

In the event of a tie vote, a supplemental mail-written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail-written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail-written ballots received after the designated date whether by first class mail or electronically shall will be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws until opened in the presence of the Committee chair or his/her designee.

In the event the supplemental mail-written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

### **Section 6. Director Vacancy:**

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

#### **A. Two or Three Vacant Seats in the Same Region/Network:**

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail-written ballot shall be prepared; listing all nominees for that region/network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each region/network shall be entitled to cast one vote for each open seat in that region/network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

#### **B. Vacancy Before Nomination Period**

In the event of a vacancy occurring "before" the nomination period, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network's existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

**B.C. Vacancy During Nomination Period:**

In the event of a vacancy occurring "during" the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the region/network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the mail-written ballot for election in that region/network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

**C.D. Vacancy After Nomination Period:**

In the event of a vacancy occurring "after" the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the region/network in which the vacancy occurred.

The region's/network's existing directors sitting on the CSDA Board shall interview all interested candidates of that region/network and bring a recommendation to the CSDA Board of Directors. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

**Section 7. Director Disqualification:**

- A. A director shall become disqualified from further service upon the occurrence of the following:

A director's district is no longer a member of CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.



Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board.

**Section 8. Powers of Directors:**

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

## **ARTICLE IV – DIRECTOR MEETINGS**

### **Section 1. Place of Meetings:**

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

### **Section 2. Ratification Meeting:**

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

### **Section 3. Organization Meeting:**

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

### **Section 4. Planning Session:**

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review and evaluate the plans, policies and activities related to the business interests of CSDA.

### **Section 5. Regular Meetings:**

The dates of the regular meetings of the Board of Directors shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

### **Section 6. Special Meetings:**

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of ~~seven~~ ten directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

### **Section 7. Quorum:**

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

### **Section 8. Board Meetings by Telephone and Electronic Communications:**

Any Board meeting may be held by conference telephone, video screen communication or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

**Section 98. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

## **ARTICLE V – OFFICERS**

### **Section 1. Number and Selection:**

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to regions/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

### **Section 2. Duties of the President:**

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

### **Section 3. Duties of the Vice President:**

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

### **Section 4. Duties of the Secretary:**

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 5. Duties of the Treasurer:**

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 6. Disbursement of Funds:**

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

**Section 7. Removal of Officers:**

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

## **ARTICLE VI – COMMITTEES**

### **Section 1. Committee Structure:**

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

### **Section 2. Committee Actions:**

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

### **Section 3. Committee Meetings:**

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, video screen communication or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the

following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

#### **Section 4. Standing Committees:**

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

##### **A. Executive Committee:**

The Executive Committee shall consist of all officers of CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as President in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

##### **B. Professional Development Committee:**

The Professional Development Committee shall provide advice, feedback and general guidance for plan, organize and direct CSDA professional development programs and events.

##### **C. Election and Bylaws Committee:**

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

##### **D. Finance Corporation Committee:**

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by

this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

**E. Fiscal Committee:**

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

**F. Legislative Committee:**

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

**G. Member Services Committee:**

~~The Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors.~~ The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

**H. Audit Committee:**

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

**Section 5. Ad Hoc Committees:**

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

**Section 6. Special Committee of the Board:**

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.



## **ARTICLE VII – INDEMNIFICATION**

### **Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any "proceeding", as that term is used in the Section 5238(a) of the California Corporations Code.

"Expenses", as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

### **Section 2. Approval of Indemnity:**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

### **Section 3. Insurance:**

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer's, director's, employee's, or agent's status as such.

### **Section 4. Liability:**

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

## **ARTICLE VIII – LOCAL CHAPTERS ~~AFFILIATED CHAPTERS~~**

### **Section 1. Purpose:**

The purpose of ~~local-affiliated~~ chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The ~~local-affiliated~~ chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

### **Section 2. Organization:**

The regular voting members of CSDA are encouraged to create and establish ~~local-affiliated~~ chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to the following chapters must have at least one CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members local organizations, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members be current members of CSDA in order to be a chapter affiliate of CSDA. Such ~~local~~-chapters may include members of local organizations and professionals who are not members of CSDA.

~~Local-Affiliated~~ chapters shall be determined to be affiliates of the CSDA upon approval and execution of the Chapter Affiliation Agreement by the ~~local~~-chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its ~~local-affiliated~~ chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

### **Section 3. Rules, Regulations and Meetings:**

Each ~~local-affiliated~~ chapter shall adopt such rules and regulations, meeting place and times as the membership of such ~~local-affiliated~~ chapter may decide by majority vote. Rules and regulations of the ~~local-affiliated~~ chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

### **Section 4. Financing of Local-Affiliated Chapters:**

No part of CSDA's funds shall be used for the operation of the ~~local-affiliate chapters~~-affiliates. CSDA is not responsible for the debts, obligations, acts or omissions of the ~~local-affiliate~~ chapters.

**Section 5. Legislative Program Participation:**

~~Local-Affiliate~~ chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

## ARTICLE IX – AMENDMENTS TO THE BYLAWS

### **Section 1. Amendment Proposals:**

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon ~~resolution approval~~ approval by of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by a-mailed or electronic ballot.

### **Section 2. Amendment Membership Meeting:**

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendment/s shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

### **Section 3. Mailed-Written Bylaw Amendment Ballot:**

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a ~~mailed-written ballot is utilized-used~~ to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments and matters the Board of Directors intends to present for action and vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be mailed-distributed by CSDA to all regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot. ~~The ballot shall be mailed by first class mail, not later than 45 days in advance of the date CSDA has designated for the receipt of the ballot.~~

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid. ~~The amendment ballot must be received by CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid~~

**Section 4. Bylaw Amendment Ratification:**

**A. Membership Meeting:**

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by a majority vote of all regular voting members present at a such membership meeting meets or exceeds the required, at which a quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting, as defined in Article 2, Section 5 of these Bylaws, of the members is present.

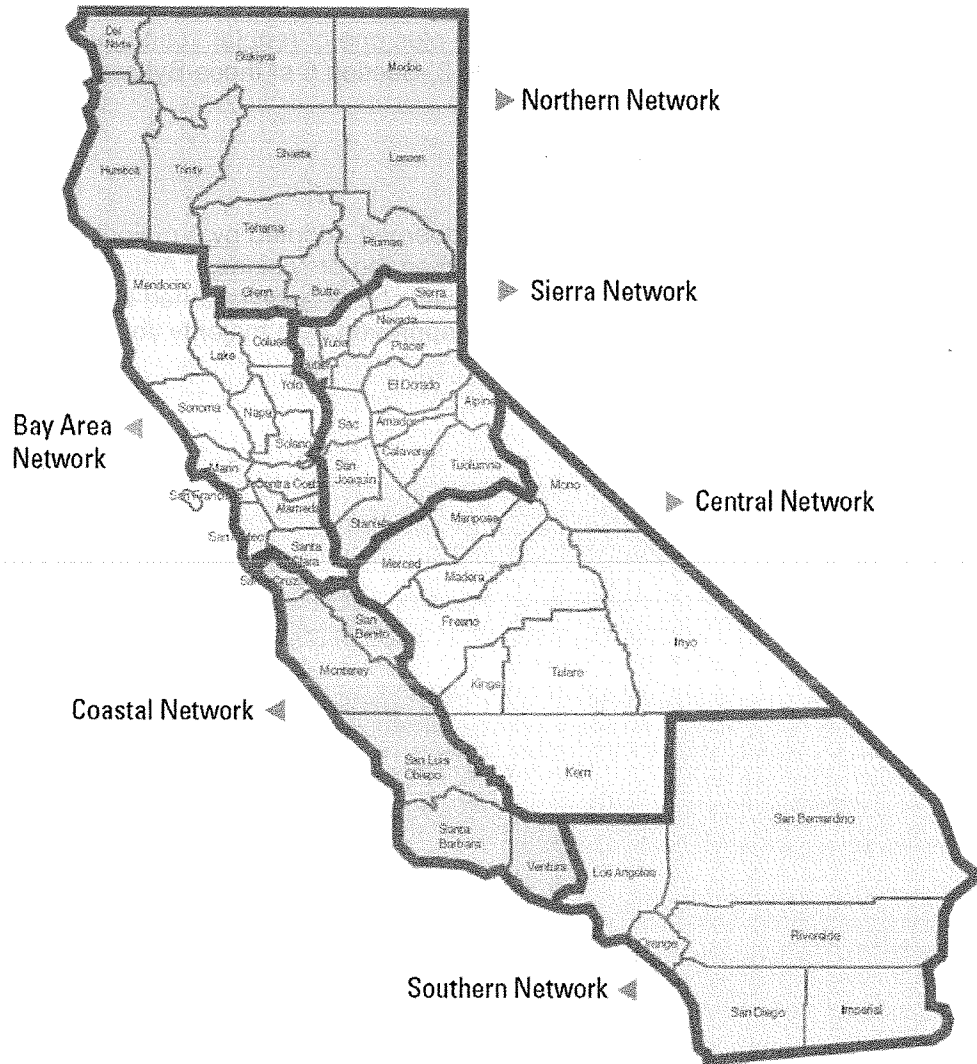
**B. Mailed or Electronic Ballot:**

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied, when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.

EXHIBIT A



California Special Districts Association  
**DISTRICT NETWORKS**



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

18966 Ferretti Road Groveland, CA 95321

Staff Report  
June 13, 2016

To: Board of Directors

From: Paul Avila, Assistant Chief  
By: Jude R. Acosta, Battalion Chief

Subject: Monthly Activity Report – April 25, 2016 to May 29, 2016

---

**Operations:**

**Emergency Incident Response:**

On May 1<sup>st</sup> CAL FIRE and Groveland fire units responded to a vegetation fire on Rock Court. Upon arrival, there a 20' X 40' spot of ground litter smoldering after being contained by locals. The property owners were not home at the time but observant neighbors smelled the smoke and extinguished the fire with a water hose. The cause of the fire is under investigation.

On May 10<sup>th</sup> CAL FIRE and Groveland fire units responded to an airplane crash at the Pine Mountain Airport. Upon arriving at scene, a small private plane was located ½ mile east of the runway in an open field. There were two patients with minor injuries both refusing medical treatment. Engine 4466 remained at scene for fire standby until the plane was removed.

On May 13<sup>th</sup> CAL FIRE responded to a vegetation fire on Big Creek Shaft Road. Upon arrival there was a 40' X 40' area of timber and logging slash burning at a slow rate of spread. Fire crews immediately contained the fire preventing any spread to the residence. The cause of the fire is under investigation.

On May 18<sup>th</sup> CAL FIRE and Groveland fire units responded to a vegetation fire on Morgan Road. Upon arriving at scene, there was a ¼ acre of vegetation burning uphill at a slow rate of spread toward residences. Fire crews were able to contain the fire immediately preventing any additional spread. The cause of the fire was determined to be an escaped burn pile.

On May 20<sup>th</sup>, Groveland fire units responded to a vehicle fire on Black Road. Upon arriving at scene, there was a fully involved utility truck. Fire crews quickly extinguished the fire preventing any spread into the vegetation. The cause of the fire was determined to be electrical.

On May 27<sup>th</sup> Engine 781 was dispatched to a medical aid at the Pine Mountain Airport. While enroute, San Andreas ECC advised the injury may be a result of a plane crash. Upon arrival, there was a small private plane crashed against the fuel depot retaining wall. The patient self-extricated from the plane with minor injuries and was transported by paramedics to Sonora Regional Medical Center for further evaluation. Engine 781 remained at scene for fire standby until the plane was removed.

**Apparatus and Equipment:**

All equipment is in service and available

**Training:**

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

**Firefighter Survival:**

Groveland personnel trained on Firefighter Survival. This training applies lessons learned from firefighter fatality investigations to train personnel in potentially life-saving actions if they become lost, disoriented, injured, low on air, or trapped inside of a burning structure.

**2 ½" Hoseline Advance Training**

Groveland personnel participated in the advancing the 2 ½" Hoseline training held at the Groveland Fire Station. This training demonstrated the techniques of advancing a 2 ½" hoseline by a single firefighter in an open environment.

**Public Education:**

Groveland Fire and CAL FIRE participated at the Tioga High Career Day. Fire crews shared with the students how to pursue a career in the fire service and the challenges they will face. Both fire engines were demonstrated to show the equipment carried and capabilities.





# RESPONSE ACTIVITY REPORT

55045

GROVELAND CSD

Alarm Date From: 4/25/2016 To: 5/29/2016

Report Date 6/2/2016

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
<b>GCS</b>					
<b>131 Passenger vehicle fire</b>					
5127	05/20/2016	17:52:00	17:59:00	7.00	BLACK
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>7.00</b>	
<b>321 EMS call, excluding vehicle accident with injury</b>					
4109	04/25/2016	7:41:00	7:59:00	18.00	FERRETTI
4169	04/26/2016	23:29:00	23:33:00	4.00	POWDER HOUSE
4140	04/26/2016	6:48:00	6:54:00	6.00	PLEASANT VIEW
4193	04/27/2016	19:14:00	19:22:00	8.00	FERRETTI
4346	05/01/2016	14:28:00	14:29:00	1.00	HWY 120
4458	05/04/2016	20:09:00	20:16:00	7.00	WARDS FERRY
4466	05/05/2016	6:45:00	6:54:00	9.00	MORGAN
4569	05/07/2016	19:46:00	19:58:00	12.00	YOSEMITE SPRINGS
4590	05/08/2016	11:32:00	11:41:00	9.00	JAMES
4605	05/08/2016	20:57:00	20:58:00	1.00	HWY 120
4620	05/09/2016	10:33:00	10:35:00	2.00	JAMES
4664	05/10/2016	8:41:00	8:47:00	6.00	PLEASANT VIEW
4733	05/11/2016	19:16:00	19:26:00	10.00	FERRETTI
4788	05/13/2016	7:53:00	8:01:00	8.00	FERRETTI
4841	05/14/2016	12:39:00	12:43:00	4.00	FERRETTI
4931	05/16/2016	15:19:00	15:26:00	7.00	FERRETTI
4915	05/16/2016	10:05:00	10:08:00	3.00	HWY 120
5009	05/18/2016	7:04:00	7:15:00	11.00	ECHO
5119	05/20/2016	13:52:00	14:00:00	8.00	COTTONWOOD
5103	05/20/2016	9:39:00	9:51:00	12.00	BIG FOOT
5163	05/21/2016	16:56:00	17:16:00	20.00	MORGAN
5161	05/21/2016	16:48:00	16:54:00	6.00	FERRETTI
5216	05/23/2016	8:22:00	8:28:00	6.00	PLEASANT VIEW
5301	05/25/2016	16:22:00	16:29:00	7.00	MERRELL
5412	05/28/2016	16:07:00	16:13:00	6.00	BUTLER
<b>Subtotal</b>	<b>25</b>	<b>Average Response Time</b>		<b>8.00</b>	
<b>322 Vehicle accident with injuries</b>					
5144	05/21/2016	7:03:00	7:08:00	5.00	FERRETTI
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>5.00</b>	



# RESPONSE ACTIVITY REPORT

55045

GROVELAND CSD

Alarm Date From: 4/25/2016 To: 5/29/2016

Report Date 6/2/2016

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
<b>GCS; Continued</b>					
<b>324</b>	<b>Motor vehicle accident with no injuries</b>				
4759	05/12/2016	11:57:00	12:05:00	8.00	MUELLER
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>8.00</b>	
<b>460</b>	<b>Accident, potential accident, other</b>				
4673	05/10/2016	12:14:00	12:32:00	18.00	CLEMENTS
5367	05/27/2016	13:30:00	13:41:00	11.00	ELDERBERRY
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>15.00</b>	
<b>550</b>	<b>Public service assistance, other</b>				
4278	04/29/2016	16:36:00	16:46:00	10.00	CRESTHAVEN
4254	04/29/2016	9:58:00	10:09:00	11.00	CRESTHAVEN
4484	05/05/2016	15:10:00	15:14:00	4.00	CRESTHAVEN
4469	05/05/2016	8:16:00	8:29:00	13.00	CRESTHAVEN
4525	05/06/2016	16:42:00	16:54:00	12.00	CRESTHAVEN
4510	05/06/2016	11:04:00	11:17:00	13.00	CRESTHAVEN
4505	05/06/2016	8:16:00	8:28:00	12.00	LONGVIEW
4647	05/09/2016	20:20:00	20:29:00	9.00	JAMES
4615	05/09/2016	5:47:00	5:55:00	8.00	ELDER
4671	05/10/2016	10:43:00	11:01:00	18.00	MOON LIGHT
4808	05/13/2016	15:36:00	15:49:00	13.00	CRESTHAVEN
4794	05/13/2016	11:20:00	11:32:00	12.00	CRESTHAVEN
4922	05/16/2016	12:55:00	13:11:00	16.00	PINE BROOK
4974	05/17/2016	11:50:00	12:02:00	12.00	CRESTHAVEN
4990	05/17/2016	17:33:00	17:47:00	14.00	CRESTHAVEN
5045	05/18/2016	21:51:00	22:01:00	10.00	FERRETTI
5077	05/19/2016	14:18:00	14:29:00	11.00	CRESTHAVEN
5056	05/19/2016	7:00:00	7:14:00	14.00	CRESTHAVEN
5129	05/20/2016	17:53:00	18:17:00	24.00	JAMES
5108	05/20/2016	10:43:00	10:51:00	8.00	JAMES
5345	05/26/2016	17:21:00	17:31:00	10.00	CRESTHAVEN
5339	05/26/2016	14:33:00	14:47:00	14.00	PINE BROOK
5331	05/26/2016	12:35:00	12:47:00	12.00	CRESTHAVEN
5373	05/27/2016	15:58:00	16:08:00	10.00	CRESTHAVEN
5363	05/27/2016	12:43:00	12:52:00	9.00	FERRETTI
5360	05/27/2016	9:59:00	10:10:00	11.00	CRESTHAVEN
5357	05/27/2016	8:58:00	9:04:00	6.00	ELDER
<b>Subtotal</b>	<b>27</b>	<b>Average Response Time</b>		<b>12.00</b>	



# RESPONSE ACTIVITY REPORT

55045

GROVELAND CSD

Alarm Date From: 4/25/2016 To: 5/29/2016

Report Date 6/2/2016

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
<b>GCS; Continued</b>					
<b>551 Assist police or other governmental agency</b>					
5024	05/18/2016	13:42:00	13:44:00	2.00	GRV
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>2.00</b>	
<b>700 False alarm or false call, other</b>					
4572	05/07/2016	23:29:00	23:43:00	14.00	BIG FOOT
4919	05/16/2016	11:13:00	11:25:00	12.00	FERRETTI
5100	05/20/2016	8:11:00	8:15:00	4.00	JACKSON MILL
5430	05/28/2016	23:56:00	0:09:00	13.00	FERRETTI
<b>Subtotal</b>	<b>4</b>	<b>Average Response Time</b>		<b>11.00</b>	
<b>Total</b>	<b>62</b>	<b>Total Average Response Time</b>		<b>10.00</b>	



# RESPONSE ACTIVITY REPORT

55045

GROVELAND CSD

Alarm Date From: 4/25/2016 To: 5/29/2016

Report Date 6/2/2016

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
<b>GRV</b>					
<b>321 EMS call, excluding vehicle accident with injury</b>					
4374	05/02/2016	12:49:00	12:57:00	8.00	PLEASANT VIEW
4387	05/02/2016	18:20:00	18:33:00	13.00	COTTONWOOD
4421	05/03/2016	19:27:00	19:36:00	9.00	GOLDEN ROCK
4424	05/03/2016	21:47:00	21:52:00	5.00	HWY 120
5353	05/27/2016	5:52:00	6:01:00	9.00	MERRELL
<b>Subtotal</b>	<b>5</b>		<b>Average Response Time</b>	<b>9.00</b>	
<b>700 False alarm or false call, other</b>					
4199	04/27/2016	21:21:00	21:36:00	15.00	VERNAL
4286	04/29/2016	20:12:00	20:22:00	10.00	OLD HWY 120
<b>Subtotal</b>	<b>2</b>		<b>Average Response Time</b>	<b>13.00</b>	
<b>Total</b>	<b>7</b>		<b>Total Average Response Time</b>	<b>10.00</b>	
<b>GRAND TOTAL</b>	<b>69</b>		<b>GRAND TOTAL AVERAGE RESPONSE TIME</b>	<b>10.00</b>	



# RESPONSE ACTIVITY TALLY REPORT

55045

GROVELAND CSD

Alarm Date From: 4/25/2016 To: 5/29/2016

Report Date 6/2/2016

INCIDENT TYPE	INCIDENT TYPE DESCRIPTION	INCIDENT COUNT
<b>GCS</b>		
131	Passenger vehicle fire	1
321	EMS call, excluding vehicle accident with injury	25
322	Vehicle accident with injuries	1
324	Motor vehicle accident with no injuries	1
460	Accident, potential accident, other	2
550	Public service assistance, other	27
551	Assist police or other governmental agency	1
700	False alarm or false call, other	4
	<b>Subtotal</b>	<b>62</b>
<b>GRV</b>		
321	EMS call, excluding vehicle accident with injury	5
700	False alarm or false call, other	2
	<b>Subtotal</b>	<b>7</b>
<b>FDID 55045</b>	<b>GROVELAND CSD</b>	<b>Grand Total 69</b>

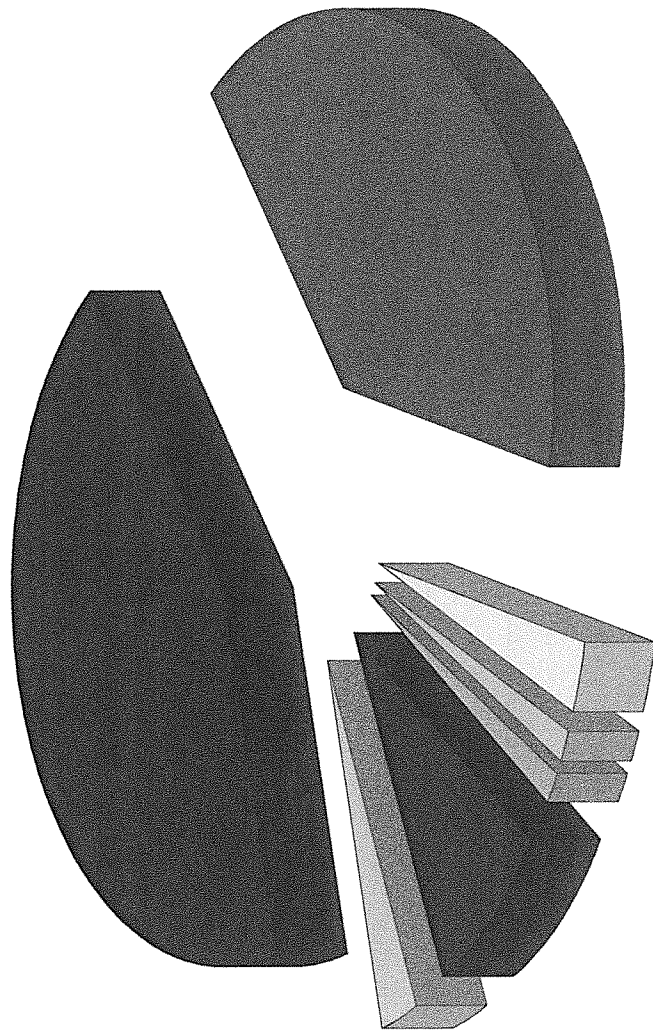




# Response Activity Summary - Chart

55045 GROVELAND CSD  
Alarm Date From: 4/25/2016 To: 5/29/2016

Auto Aid or Mutual Aid	1.4%
False Alarm for Fire Alarms	8.7%
Hazardous Conditions (No Fire)	2.9%
Medical Aids	43.5%
Public Assist	39.1%
Vehicle Accidents	2.9%
Vehicle Fire	1.4%
Total:	100.0%





# Response Activity Summary - Chart

55045 GROVELAND CSD  
Alarm Date From: 4/25/2016 To: 5/29/2016

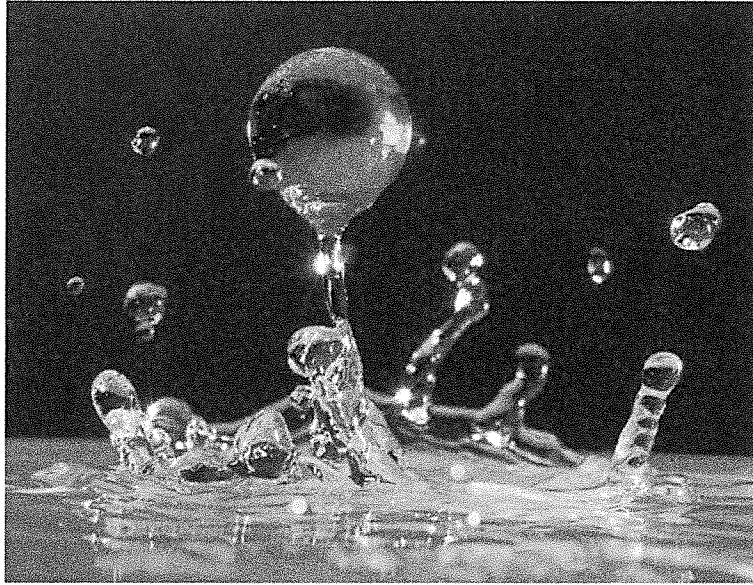
Chart Descriptions	Incident Count
Auto Aid or Mutual Aid	1
False Alarm for Fire Alarms	6
Hazardous Conditions (No Fire)	2
Medical Aids	30
Public Assist	27
Vehicle Accidents	2
Vehicle Fire	1
<b>TOTAL</b>	<b>69</b>

### NFIRS Incident Types for Chart Descriptions:

Auto Aid or Mutual Aid = 551  
 Coastal Incidents = 364  
 False Alarm for Fire Alarms = 700  
 Hazardous Conditions (No Fire) = 400  
 Hazardous Materials = 422  
 Medical Aids = 321  
 Non Ocean Water Rescue = 363  
 Not Identified = All Incident Types Not Listed  
 Public Assist = 550  
 Rubbish, Dumpster, Trash Fire = 100  
 Smoke Check = 651  
 Structure Fire = 111  
 Vehicle Accidents = 322, 324, 352  
 Vehicle Fire = 131

The data contained in this report comes from the Office of the State Fire Marshal's (OSFM) California All Incident Reporting System (CAIRS) data warehouse. Property and contents loss figures, if included herein, are estimates only. These emergency incident statistics, including injury and death counts, are based only upon information submitted to the OSFM by participating California fire departments. Please note that apparent variations in incident counts and associated losses shown in this report may be slightly due to fluctuations in the amount of data submitted to the OSFM. And while the incoming data is validated according to logical data rules, individual data elements are not always verified for accuracy.





# ACCOUNTS PAYABLE CHECK LISTING

May, 2016

Fiscal Year 15/16

Board Approval \_\_\_\_\_



# Bank Reconciliation

## Checks by Date

User: dpercoco  
Printed: 06/08/2016 - 12:31PM  
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
14197	5/6/2016	Anthem Blue Cross		AP	5/31/2016	729.72
14198	5/6/2016	Aqua Labs		AP	5/31/2016	4,970.00
14199	5/6/2016	John & Susan Bollman		AP	5/31/2016	21.38
14200	5/6/2016	Brooks Safe & Lock		AP	5/31/2016	180.00
14201	5/6/2016	Steven & Gloria Burke		AP		12.38
14202	5/6/2016	Conifer Communications		AP	5/31/2016	137.14
14203	5/6/2016	L. N. Curtis & Sons		AP	5/31/2016	3,352.32
14204	5/6/2016	CV Industrial Corp		AP	5/31/2016	358.62
14205	5/6/2016	CWEA		AP	5/31/2016	285.00
14206	5/6/2016	Rod Diehl		AP	5/31/2016	175.00
14207	5/6/2016	Don Pedro Pump		AP	5/31/2016	10,799.98
14208	5/6/2016	Down to Earth Const. & Nursery		AP	5/31/2016	41.76
14209	5/6/2016	Ferguson Enterprises Inc. #1423		AP	5/31/2016	1,827.33
14210	5/6/2016	Jeffrey & Joanna Flowers		AP	5/31/2016	15.61
14211	5/6/2016	Foothill-Sierra Pest Control		AP	5/31/2016	154.00
14212	5/6/2016	GCSO		AP	5/31/2016	2,483.88
14213	5/6/2016	General Plumbing Supply		AP	5/31/2016	179.93
14214	5/6/2016	General Supply Co		AP	5/31/2016	575.52
14215	5/6/2016	Hach		AP	5/31/2016	800.99
14216	5/6/2016	Wells Fargo Home Mortgage		AP	5/31/2016	2,495.96
14217	5/6/2016	J.S. West Propane Gas		AP	5/31/2016	172.03
14218	5/6/2016	Jorgensen & Co.		AP	5/31/2016	1,374.69
14219	5/6/2016	Robert & Teresa Judin		AP	5/31/2016	8.32
14220	5/6/2016	KC Courier, LLC		AP	5/31/2016	259.80
14221	5/6/2016	Miner's Mart		AP	5/31/2016	39.47
14222	5/6/2016	Patricia Moal Trust		AP	5/31/2016	9.77
14223	5/6/2016	Moore Bros. Savenger Co., Inc.		AP	5/31/2016	433.88
14224	5/6/2016	Mother Lode Answering Service		AP	5/31/2016	144.00
14225	5/6/2016	Mountain Oasis Water Systems		AP	5/31/2016	96.50
14226	5/6/2016	O'Reilly Auto Parts		AP	5/31/2016	1,443.17
14227	5/6/2016	Ronald Percoco		AP	5/31/2016	2,431.46
14228	5/6/2016	PG&E		AP	5/31/2016	619.60
14229	5/6/2016	Ray Suess Insurance & Invst		AP	5/31/2016	2,614.99
14230	5/6/2016	San Francisco Public Utilities Commissi		AP	5/31/2016	11,668.10
14231	5/6/2016	Scott's Distributing		AP	5/31/2016	657.96
14232	5/6/2016	SDRMA		AP	5/31/2016	26,547.54
14233	5/6/2016	Sonora Regional Medical Center		AP	5/31/2016	156.00
14234	5/6/2016	Harvard Sung		AP	5/31/2016	78.93
14235	5/6/2016	The Tire Shop		AP	5/31/2016	20.00
14236	5/6/2016	Tuo. Co. Public Power Agency		AP	5/31/2016	12,970.23
14237	5/6/2016	Tuolumne County Recorder		AP	5/31/2016	96.00
14238	5/6/2016	Union Democrat		AP	5/31/2016	476.86
14239	5/6/2016	Joanne Woodliff		AP	5/31/2016	1,517.02
14240	5/6/2016	Kim & Joanne Woodliff		AP	5/31/2016	75.34
14270	5/6/2016	Jeffery Jones		PR	5/31/2016	1,534.06
114290	5/11/2016	Operating Engineers Local #3		AP	5/31/2016	258.94



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
114291	5/11/2016	US Treasury		AP	5/31/2016	184.70
901598	5/11/2016	Dept of Child Support Services		AP	5/31/2016	482.41
901599	5/11/2016	EDD - Electronic		AP	5/31/2016	1,199.34
901600	5/11/2016	Federal EFTPS		AP	5/31/2016	8,286.01
901601	5/11/2016	Pers - Electronic		AP	5/31/2016	14,627.17
901602	5/11/2016	TD Ameritrade Trust Co.		AP	5/31/2016	800.00
114271	5/13/2016	Jonathan Sterling		PR	5/31/2016	2,959.07
14241	5/16/2016	Leroy Ryrie		AP	5/31/2016	4,950.00
14242	5/16/2016	Bob & Mary Steinkamp		AP	5/31/2016	721.52
14158	5/19/2016	Blue Shield of California		AP	5/31/2016	20,397.39
14243	5/24/2016	AM Consulting Engineers, Inc.		AP	5/31/2016	13,585.00
14244	5/24/2016	American Textile & Supply		AP	5/31/2016	401.97
14245	5/24/2016	AT&T		AP	5/31/2016	2,600.33
14246	5/24/2016	AT&T Long Distance		AP		309.96
14247	5/24/2016	Jasper Blair		AP	5/31/2016	13.67
14248	5/24/2016	Bogie's Pump Systems		AP		7,675.61
14249	5/24/2016	W. H. Breshears		AP	5/31/2016	1,720.18
14250	5/24/2016	Carbon Copy Inc.		AP	5/31/2016	77.41
14251	5/24/2016	CSBA District Services		AP	5/31/2016	1,500.00
14252	5/24/2016	Dataprose Inc.		AP		2,180.54
14253	5/24/2016	Department of Forestry & Fire Protectic		AP		286,232.98
14254	5/24/2016	Deutsche Bank National Trust Co.		AP		22.20
14255	5/24/2016	Drugtech Toxicology Services, LLC		AP		108.00
14256	5/24/2016	Theo Edwards		AP	5/31/2016	1,105.00
14257	5/24/2016	Ferguson Enterprises Inc. #1423		AP	5/31/2016	903.68
14258	5/24/2016	GE CAPITAL		AP	5/31/2016	413.88
14259	5/24/2016	Gilbert Associates, Inc.		AP	5/31/2016	3,100.00
14260	5/24/2016	Paul Jones		AP		102.35
14261	5/24/2016	FRANK LASZLO		AP	5/31/2016	2.91
14262	5/24/2016	MetLife Small Business Center		AP		154.53
14263	5/24/2016	Microsoft		AP	5/31/2016	100.00
14264	5/24/2016	Neumiller & Beardslee		AP	5/31/2016	3,088.16
14265	5/24/2016	PLIC-SBD Grand Island		AP		2,063.40
14266	5/24/2016	PML Hardware & Supply Inc.		AP	5/31/2016	197.39
14267	5/24/2016	Presidio Systems, Inc		AP		37,227.95
14268	5/24/2016	Safety-Kleen Systems		AP	5/31/2016	469.06
14269	5/24/2016	SSI Aeration Inc.		AP		1,173.65
14270	5/24/2016	Staples Credit Plan		AP	5/31/2016	405.15
14271	5/24/2016	Jonathan Sterling		AP	5/31/2016	414.06
14272	5/24/2016	Streamline		AP		200.00
14273	5/24/2016	Two Guys Pizza		AP		192.91
14274	5/24/2016	Univar Usa Inc.		AP	5/31/2016	10,325.60
14275	5/24/2016	Usa Blue Book		AP		107.29
14276	5/24/2016	Verizon Wireless 7706		AP		142.92
14277	5/24/2016	VSP		AP	5/31/2016	368.73
14278	5/24/2016	Patrick Wrinkle		AP		23.21
114307	5/25/2016	Operating Engineers Local #3		AP		258.94
901603	5/25/2016	Dept of Child Support Services		AP	5/31/2016	482.41
901604	5/25/2016	EDD - Electronic		AP	5/31/2016	1,019.56
901605	5/25/2016	Federal EFTPS		AP	5/31/2016	7,309.04
901606	5/25/2016	Pers - Electronic		AP	5/31/2016	4,554.14
901607	5/25/2016	TD Ameritrade Trust Co.		AP	5/31/2016	800.00
114292	5/27/2016	Jonathan Sterling		PR	5/31/2016	2,959.06
14279	5/31/2016	Steve's Chevrolet		AP		26,084.90



2016

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
						<hr/> <hr/>
					Total Check Count:	100
						<hr/> <hr/>
					Total Check Amount:	572,086.52
						<hr/> <hr/>





## Legal Fees

79-015	<u>CK#</u>	<u>Atkinson</u>	<u>CK#</u>	<u>Neumiller</u>
July			13449	\$ 2,237.00
August	13516	\$ 2,491.00	13534	\$ 1,449.00
September	13624	\$ 2,209.00	13702	\$ 691.00
October	13748	\$ 2,138.50	13771	\$ 1,807.00
November			13891	\$ 712.00
December	13922	\$ 164.50	13938	\$ 2,747.00
January			14014	\$ 2,553.70
February	14086	\$ 211.50	14143	\$ 2,396.86
March	14162	\$ 117.50	14182	\$ 1,590.20
April			14264	\$ 3,088.16
May				
June				

---

---

Total		\$ 7,332.00		\$ 19,271.92
-------	--	-------------	--	--------------

Legal Fee Total	\$ 26,603.92
-----------------	--------------



GROVELAND COMMUNITY SERVICES DISTRICT									
CASH BALANCES AS OF 5/31/2016									
Cash Accounts	Acct	Water	Sewer	Grunsky	Total Enterprise & D/G Funds	Fire	Parks	Total Government Funds	G/L Totals
Rabobank Operating Account	4498	409,060.99	688,613.08	4,850.76	1,102,524.83	480,230.27	154,624.16	634,854.43	1,737,379.26
Rabobank Investment (Operating Reserves)	2814	339,535.82	171,575.44	11,658.15	522,769.41	840,049.84	85,972.82	926,022.66	1,448,792.07
Rabobank Payroll Account	2426	3,932.52	3,513.42		7,445.94	2,306.01	1,711.96	4,017.97	11,463.91
Rabobank Drought Grant Account	5389	175,406.87			175,406.87				175,406.87
Rabobank Pension Acct	8958	15,006.41	11,004.75		26,011.16	45,019.28	200.19	45,219.47	71,230.63
Cash Drawer		168.00	132.00		300.00				300.00
Petty Cash		100.00	100.00		200.00				200.00
Cash in Co Treas SAD 77-1		6,429.46			6,429.46				6,429.46
LALF Transferred to Investment Reserves Acct			59.51						
Total Unrestricted Cash		949,640.07	874,998.20	16,508.91	1,841,087.67	1,367,605.40	242,509.13	1,610,114.53	3,451,202.20
Water Bond Pymt Reserve	4662	1,044,401.17	-		1,044,401.17	-	-	-	1,044,401.17
Sewer Bond Pymt Reserve	4745	-	650,048.20		650,048.20	-	-	-	650,048.20
2013 Water Bond Sale - Restricted Reserve	2498	314,012.84			314,012.84				314,012.84
2014 BNY Water Bond Sale - Restricted Reserve	5112	378,985.47			378,985.47				378,985.47
2014 BNY Sewer Bond Sale-Restricted Reserve	9240		325,360.81		325,360.81				325,360.81
Total Restricted Cash		1,737,399.48	975,409.01		2,712,808.49	-	-	-	2,712,808.49
Total Cash and Investments		2,687,039.55	1,850,407.21	18,464.26	4,555,911.02	1,367,605.40	242,509.13	1,610,114.53	6,164,010.69

