

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
December 11, 2018  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Robert Swan, President, John Armstrong, Vice President, Nancy Mora, Janice Kwiatkowski, and Spencer Edwards, being present. Also present was Admin Office Manager/District Secretary Jennifer Flores and General Manager Pete Kampa.

**Call to Order**

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

**Approve Order of Agenda**

Motion

*Director Armstrong moved, seconded by Director Kwiatkowski and the motion passed unanimously to approve the order of the agenda.*

**Public Comment**

A member of the public stated they would like to see more detail in the minutes.

A member of the public discussed an apprenticeship program for water/wastewater operators through CRWA and provided the information pamphlet.

**Information Items**

**A. Staff Reports**

- i. Fire Department Report
- ii. General Manager's Report
  1. Update on Evaluation of the Feasibility of Implementing Fire Department Cost Recovery Fees
- iii. Operations and Maintenance Report
  1. Status of Evaluation and Actions Related to the Reported Odor Near Lift Station  
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  2. Update of Various State Mandated Reports and Plans
- iv. Admin/Finance Report

**TIMED AGENDA ITEM – 11:00 AM OR AS SOON AS POSSIBLE THEREAFTER.** Approval of Comparator Agencies to be Evaluated in the Classification and Compensation Study being Performed by Koff and Associates

Motion

*Director Armstrong moved, seconded by Director Kwiatkowski, and the motion passed unanimously to approve the list of comparator agencies to be evaluated in the classification and compensation study being performed by Koff and Associates.*

**Consent Calendar**

- A. Approve Minutes from the November 13, 2018 Regular Meeting
- B. Accept November Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title
- D. Ratification of the Acceptance of a Public Utility Easement and Execution of an Easement Agreement; Eric and Jaclyn Konzelmann (Property Owners)
- E. Discussion and Action Related to Sending Board Members to the 2019 Special District Leadership Academy Conferences
- F. Adoption of a Resolution Approving a Revised and Updated Conflict of Interest Policy

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve items A through E of the consent calendar.*

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve item F of the consent calendar with the modification of correcting the Saddle Creek CSD typo.*

**Old Business**

(Items tabled or carried forward from a previous meeting to be considered on this agenda)

- A. None.

**Discussion and Action Items**

Administer Oath of Office to Newly Appointed as if Elected Board Members

Adoption of a Resolution Amending the District Informal Bidding Ordinance and Establishing a Public Hearing for its Adoption

Motion

*Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to approve the first reading of the Bidding Ordinance and establish meeting to adopt at a future date.*

Adoption of a Resolution Rescinding the Existing District Claims Policy and Approving a New Claims Policy

Motion

*Director Swan moved, seconded by Director Kwiatkowski, and the motion passed unanimously to adopt Resolution 41-18 with the typo correction as discussed.*

Review of and Board Direction on the Recommended Wastewater Ordinance Sections to be Amended in the 2019 Update

Approval of the Scope of Work, Schedule and Consultant Selection Process for the Completion of the 2019 Integrated Water and Wastewater Master Plans

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the scope of work, schedule and consultant selection process for the completion of the 2019 Integrated Water and Wastewater Master Plans with add-ons.

Discussion and Action Related to the Election of Board Officers for Calendar Year 2019

Motion

Director Edwards moved, seconded by Director Swan, and the motion passed to elect Director Kwiatkowski to serve as the Board's President for Calendar Year 2019.

Ayes: Directors Armstrong, Edwards, Mora, and Swan

Abstain: Director Kwiatkowski

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed to elect Director Mora to serve as the Board's Vice President for Calendar Year 2019.

Ayes: Directors Armstrong, Edwards, Kwiatkowski, and Swan

Noe: Director Mora

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to appoint Jennifer Flores to serve as the Board's Secretary for Calendar Year 2019.

Adoption of a Resolution Approving the recently developed Board Norms and Protocol

Item was tabled.

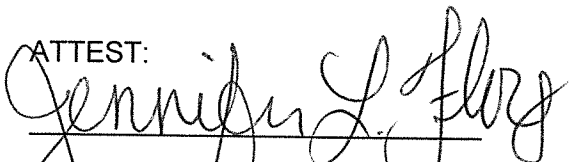
A special meeting was scheduled for Friday, December 14<sup>th</sup> at 9am to adopt a resolution to allow the fire department to apply for grant funding.

Adjournment

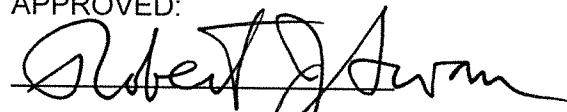
Motion

Director Swan moved, seconded by Director Edwards, and the motion passed unanimously to adjourn the meeting at 1:07pm.

ATTEST:

  
Jennifer Flores, Board Secretary

APPROVED:

  
Robert Swan, President