

**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 3rd 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 3rd 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.

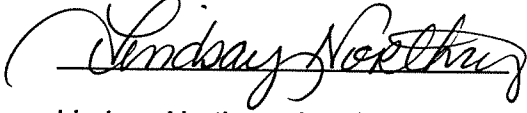
Director Carter stated that the District needs to hire an Assistant Engineer or an Assistant GM, to relieve some of the work load from Mr. Sterling. He also stated that a succession plan would be a feasible opportunity for the Board to consider in regards to the General Manager position.

Adjournment

Motion

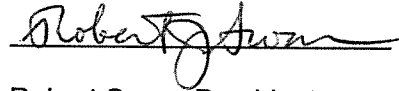
Director Swan moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 2:03 p.m.

ATTEST:

A handwritten signature in cursive script, reading "Lindsay Northrop", written over a horizontal line.

Lindsay Northrop, Interim Board Secretary

APPROVED:

A handwritten signature in cursive script, reading "Robert Swan", written over a horizontal line.

Robert Swan, President