

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
November 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, Robert Swan, President, Bruce Carter, Vice President, Scott Wemmer and John Armstrong being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

Director Perreira was absent.

Public Comment

None.

Agenda Approval

Motion

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

Ayes: Directors Swan, Carter, Wemmer, and Armstrong.

Absent: Director Perreira

Action Items to be Considered by the Board of Directors

Consent Calendar

- A. Approve Minutes from October 10, 2016 Regular Meeting
- B. Approve Minutes from October 19, 2016 Special Meeting

Member of the public Kay Crow requested that the minutes from the October 19th, 2016 Special meeting regarding the alternative salary schedule handout, should reflect that no action was taken by the Board on this specific item.

Director Swan tabled the October 19th minutes until the next regular meeting.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Minutes from the October 10, 2016 Regular Meeting.

Ayes: Directors Swan, Carter, Wemmer, and Armstrong

Absent: Director Perreira

Consider for Approval Cal Fire Amendment to Schedule "A"

Mr. Sterling stated the item was being brought back to the Board in an effort to be transparent with the Contractual Agreement between the District and Cal Fire. The District is still obligated to the changes with or without Board approval. Paul Avila presented the changes to the Schedule "A" agreement. A discussion ensued between the Board and Mr. Avila.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to approve the Cal Fire Amendment to Schedule "A".

Ayes: Directors Swan, Carter, Wemmer and Armstrong

Absent: Director Perreira

Consider for Approval FY 15-16 Financial Statements

Ms. Flores presented the item to the Board. She stated that the Board's request to have the auditors revise the Management Report Statement to reflect that the document is a public record had been done.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to approve the FY 15-16 Financial Statements.

Ayes: Directors Swan, Carter, Wemmer and Armstrong

Absent: Director Perreira

Consider for Approval Revised Park Fees

Director Wemmer presented the item to the Board. He stated that the park committee has prepared a fee schedule to cover the actual costs of janitorial service, and to help repair and replace park equipment. A brief discussion ensued between the Board and staff.

The Board asked staff to revise the large event to 500 people in the first paragraph, and to remove the Leon Rose Park fees.

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to approve the Park Fee Schedule with the amended changes.

Ayes: Directors Swan, Carter, Wemmer and Armstrong

Absent: Director Perreira

Consider for Approval Leak Adjustment Policy

Ms. Flores presented the item to the Board. She stated that staff has revised the Leak Adjustment Policy as requested by the Board. A discussion ensued between the Board and Staff.

Director Swan asked to include what the forgiveness is. Director Carter asked for staff to further clarify what the customer is responsible for in regards to gallons.

A member of the public asked why this policy wasn't in the Ordinance, and would like to have it be included.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to direct staff to make the changes as suggested and to bring back to the Board for approval.

Ayes: Directors Swan, Carter, Wemmer, and Armstrong

Absent: Director Perreira

Information Items

Review and Discuss Draft Water Ordinance

Mr. Sterling presented the Draft Water Ordinance to the Board for comments. A long discussion ensued between the Board, and staff. The Board directed staff to implement the requested revisions and bring the document back to the Board at a later date.

Update on Grant Projects

A. Drought Filtration

Mr. Sterling stated that left over funds from the AWS grant were reapplied after approval from the State, to be used on a booster pump at the PML AWS treatment facility, and other drought related items.

B. Lift Station 16 IRWM

Mr. Sterling stated the electrical cabinet has been installed, and leveled, and starting the 28th of November, additional work will be done to the wet well.

C. Downtown Groveland/ Big Oak Flat Collection System Rehabilitation

Mr. Sterling stated that Fish and Game has responded with their requirements, and the District has been in contact with a Biologist for an assessment. He further stated that an Archeologist will also need to be contacted.

D. Downtown Groveland/ Big Oak Flat Water Line Replacement

Mr. Sterling stated the District has had the first planning meeting and the engineers are determining how it can be done.

E. KaBoom Playground Grant

Ms. Flores stated that the District has been awarded a \$15,000 grant for new playground equipment for Mary Laveroni Park.

Create a General Manager Recruitment Ad Hoc Committee

Mr. Sterling stated that salary and benefits for the new GM needs to be discussed so recruitment can begin. He stated Ms. Flores met with Special District head hunter and was given a great deal of useful information.

Director Carter stated he highly suggests hiring a consultant to be involved with the hiring process.

Director Carter nominated himself for the committee. Newly elected Board member Maureen Grier expressed interest.

Director Swan created a GM Recruitment Ad Hoc committee and appointed Director Carter as Chair, and newly elected Board Member Maureen Grier.

Staff Organizational Chart

Mr. Sterling stated the Organizational Chart has been updated. He announced that Luis Melchor has been promoted to Operations and Maintenance Manager. One position was added to administration, which was included in the C&C plan and salary schedule.

Ad Hoc Committees Reports

A. Board of Director's Policy Manual

No report.

B. Equipment Review Committee

Next meeting scheduled for November 15th.

C. Survey Committee

Ms. Flores stated that the survey had been posted to the website.

D. Budget Committee

No report.

E. Bargaining Unit Negotiations

Disbanded.

F. Fire Department

- No report.
G. **Drought Ordinance Revision Committee (Directors Swan & Perreira)**
No report.

Standing Committee Reports

- A. **Park Committee**
Mr. Sterling stated that staff has been cleaning and clearing the ballfield.
B. **Water Conservation**
Ms. Flores stated that the tunnel outage article was sent to the local papers as well as the winterizing ad.
C. **Finance Committee**
No report.

Staff Reports

- A. **General Manager's Comments**
Mr. Sterling presented his staff report to the Board.
B. **Operations and Maintenance**
O&M Manager Luis Melchor answered Board questions regarding the report.
C. **Admin/Finance**
a. **Review 1st Quarter Financial Statements**
b. **List of October Payables**
Ms. Flores presented first quarter financial statements and the list of October payables to the Board.

Recognition of Director Perreira's Last Regular Board Meeting

Director Swan stated that this was Director Perreira's last meeting as a Board member and recognized his service as a Director.

Director Comments

None.

Adjournment

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 1:19pm.

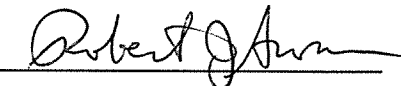
Absent: Director Perreira

ATTEST:



Jennifer Flores, Board Secretary

APPROVED:



Robert Swan, President

Robert Swan, President