

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
March 8, 2018
10:00 a.m.**

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

Call to Order

Director Swan called the meeting to order at 10:01am.

Agenda Approval

Motion

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

Discussion and Action Related to the Development of Norms for Board Member Conduct to Facilitate Effective Deliberations; and Protocol to Create the Structure and Process for Effective Board Meetings

Adjournment

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to adjourn the meeting at 1:01pm.

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
March 12, 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, Janice Kwiatkowski, Nancy Mora, and Spencer Edwards, being present. Also present was Admin Office Manager/District Secretary Jennifer Flores and Interim General Manager Pete Kampa.

Call to Order

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

Absent: Director Armstrong

Approve Order of Agenda

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve the order of the agenda.

Ayes: Directors Swan, Edwards, Mora, and Kwiatkowski

Absent: Director Armstrong

Action Items to be Considered by the Board of Directors

Public Comment

None.

Consent Calendar

- A. Approve Minutes from the February 12, 2018 Regular Meeting
- B. Approve Minutes from the February 17, 2018 Special Meeting
- C. Approve Minutes from the February 26, 2018 Special Meeting
- D. February Payables
- E. Approval of Variance to Operating Policy Section 408.2, Purchasing of Materials, Supplies and Equipment Not Related to New Construction, to Allow for the Purchase of a Specific Brand of Water Quality Analyzer
- F. Waive Reading of Ordinances and Resolutions Except by Title

Director Kwiatkowski requested that Items A&E be considered separately from the Consent Calendar.

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve the Consent Calendar as amended.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan

Absent: Director Armstrong

Approve Minutes from the February 12, 2018 Regular Meeting

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve the Minutes from the February 12, 2018 Regular Meeting.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan

Absent: Director Armstrong

Approval of Variance to Operating Policy Section 408.2, Purchasing of Materials, Supplies and Equipment Not Related to New Construction, to Allow for the Purchase of a Specific Brand of Water Quality Analyzer

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve Variance to Operating Policy Section 408.2, Purchasing of Materials, Supplies and Equipment Not Related to New Construction, to Allow for the Purchase of a Specific Brand of Water Quality Analyzer.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan

Absent: Director Armstrong

Discussion and Action Related to the Development of a District Committee Workplan for 2018 and Potential Revision to Existing Committees

Motion

Director Swan moved, seconded by Director Kwiatkowski, and the motion passed to eliminate all committees with the exception of the Park Committee and to change the meeting time to 10:00am the first Tuesday of the month.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan

Absent: Director Armstrong

Consideration of Adoption of Resolution 8-18 Approving Amendment to Section 409 Investment of District Funds of the District Operational Policies and Procedures Manual

Motion

Director Edwards moved, seconded by Director Swan, and the motion passed to approve Resolution 8-18, approving amendment to Section 409 Investment of District Funds of the District Operational Policies and Procedures Manual with the change that reports will be produced quarterly instead of semi-annually.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan

Absent: Director Armstrong

Consideration of Adoption of Resolution 9-18 Approving Amendment to Section 803 Reservation of Park Facilities of the District Operational Policies and Procedures Manual
No vote taken. Board directed that the policy be revised and brought back for consideration at a future date.

Information Items

Presentation Regarding the Preliminary Cashflow Needs and Timing of the Big Oak Flat/Groveland Sewer Upgrade Project

1. **Ad Hoc Committees Reports**
 - A. **General Manager Recruitment Committee (Directors Edwards & Kwiatkowski)**
 - B. **Budget Committee (Directors Swan & Armstrong)**

2. **Standing Committee Reports**
 - A. **Park Committee (Directors Kwiatkowski & Edwards)**
 - B. **Water Conservation (Director Swan)**
 - C. **Finance Committee (Directors Swan & Armstrong)**
 - D. **Equipment Review Committee (Directors Swan & Armstrong)**
 - E. **Fire Department (Directors Armstrong & Edwards)**

3. **Staff Reports**
 - A. **General Manager's Comments**
 - a. Report Regarding the Transfer of Certain Investments from the Rabobank Account to the Local Agency Investment Fund (LAIF)
 - B. **Operations and Maintenance**
 - C. **Admin/Finance**

4. **Director Comments**

The Board convened into closed session at 12:30pm.

Closed Session - Public Employee Appointment

Public Comment will be taken on the item(s) below prior to the Board convening the Closed Session. Following Closed Session, the Board will reconvene the open session and publicly disclose any reportable action.

Government Code Section 54956.95, Title: General Manager

The Board reconvened into open session at 1:14pm.

Announcement out of Closed Session

Director Swan announced that the Board voted 4-0 to dissolve the General Manager Recruitment Committee. He also announced that the Board voted 4-0 to enter into negotiations with Pete Kampa for full time General Manager services for the District.

Adjournment

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to adjourn the meeting at 1:15pm.

Ayes: Directors Kwiatkowski, Edwards, Mora, and Swan

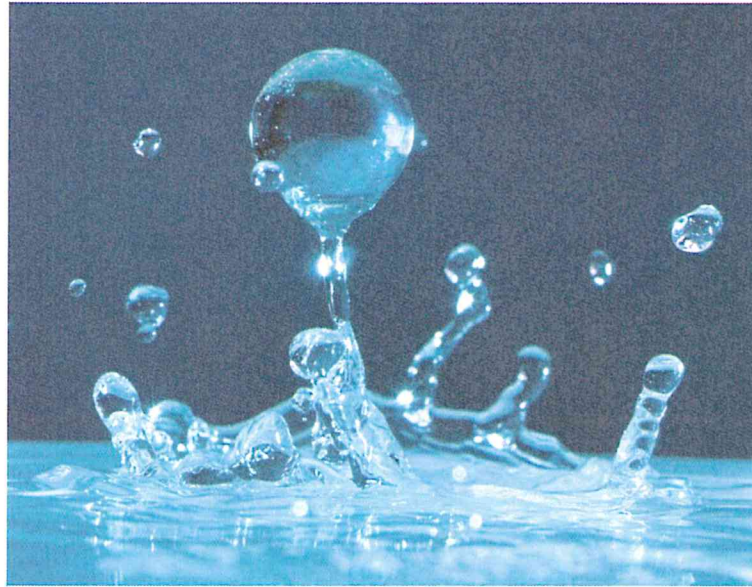
Absent: Director Armstrong

APPROVED:

 Robert Swan, President

ATTEST:

 Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

March, 2018
Fiscal Year 17/18
Board Approval _____

Bank Reconciliation

Checks by Date

User: dpercoco
Printed: 04/02/2018 - 12:04PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
115320	3/1/2018	Franchise Tax Board		AP		108.00
115321	3/1/2018	Operating Engineers Local #3		AP		269.06
115299	3/2/2018	Matthew Dickens		PR		401.75
901834	3/2/2018	Dept of Child Support Services		AP		235.95
901835	3/2/2018	EDD - Electronic		AP		1,504.02
901836	3/2/2018	Federal EFTPS		AP		7,805.61
901837	3/2/2018	Pers - Electronic		AP		4,552.97
901838	3/2/2018	TD Ameritrade Trust Co.		AP		300.00
16408	3/8/2018	Accela, Inc. #774375		AP		956.65
16409	3/8/2018	Aqua Labs		AP		3,030.00
16410	3/8/2018	Carbon Copy Inc.		AP		75.12
16411	3/8/2018	Dataprose Inc.		AP		2,007.28
16412	3/8/2018	Patricia Gaul		AP		5.40
16413	3/8/2018	GCSD		AP		2,514.35
16414	3/8/2018	General Supply Co		AP		315.05
16415	3/8/2018	Goodyear Tire & Rubber Company		AP		2,199.19
16416	3/8/2018	Hach		AP		214.50
16417	3/8/2018	J.S. West Propane Gas		AP		764.74
16418	3/8/2018	Kampa Community Solutions, LLC		AP		10,312.50
16419	3/8/2018	KC Auto Parts		AP		43.22
16420	3/8/2018	KC Courier, LLC		AP		329.00
16421	3/8/2018	Ron & Carrie Luddy		AP		51.69
16422	3/8/2018	David Marin		AP		22.96
16423	3/8/2018	Moore Bros. Savenger Co., Inc.		AP		509.06
16424	3/8/2018	Mother Lode Answering Service		AP		169.00
16425	3/8/2018	Mountain Oasis Water Systems		AP		115.00
16426	3/8/2018	National Meter & Automation		AP		10,904.09
16427	3/8/2018	Nationwide Long Distance Service, Inc.		AP		9.50
16428	3/8/2018	Orchard Business/SYNCB		AP		282.25
16429	3/8/2018	O'Reilly Auto Parts		AP		282.67
16430	3/8/2018	Ronald Percoco		AP		2,213.00
16431	3/8/2018	PG&E		AP		724.74
16432	3/8/2018	PML Hardware & Supply Inc.		AP		928.52
16433	3/8/2018	Ray Suess Insurance & Invst		AP		6,389.73
16434	3/8/2018	Myles Ryan		AP		31.62
16435	3/8/2018	Safety-Kleen Systems		AP		533.48
16436	3/8/2018	San Francisco Public Utilities Commissi		AP		10,190.54
16437	3/8/2018	Patricia Slutter		AP		18.37
16438	3/8/2018	Britney Sorsdahl		AP		65.57
16439	3/8/2018	Bank of New York Mellon		AP		1,500.00
16440	3/8/2018	Tuo. Co. Public Power Agency		AP		12,272.09
16441	3/8/2018	Univar Usa Inc.		AP		4,977.47
115337	3/13/2018	Operating Engineers Local #3		AP		269.06
901839	3/13/2018	Dept of Child Support Services		AP		235.95
901840	3/13/2018	EDD - Electronic		AP		1,217.85
901841	3/13/2018	Federal EFTPS		AP		7,582.91

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
901842	3/13/2018	Pers - Electronic		AP		4,502.40
901843	3/13/2018	TD Ameritrade Trust Co.		AP		300.00
16442	3/21/2018	Behmer LLC		AP		499.25
16443	3/21/2018	Blue Shield of California		AP		16,612.47
16444	3/21/2018	Board Of Equalization		AP		975.00
16445	3/21/2018	W. H. Breshears		AP		3,445.79
16446	3/21/2018	Vickie Browning		AP		157.51
16447	3/21/2018	Conifer Communications		AP		764.25
16448	3/21/2018	Data Support Company		AP		1,359.98
16449	3/21/2018	RICHARD & CARLA DICKERSON		AP		18.10
16450	3/21/2018	Dish Network		AP		45.67
16451	3/21/2018	Ferguson Enterprises Inc. #1423		AP		738.55
16452	3/21/2018	FP Mailing Solutions		AP		286.36
16453	3/21/2018	Franklin Miller, Inc.		AP		699.94
16454	3/21/2018	GCSO Petty Cash		AP		118.65
16455	3/21/2018	General Plumbing Supply		AP		245.32
16456	3/21/2018	Gilbert Associates, Inc.		AP		3,100.00
16457	3/21/2018	William & Janice Hamm		AP		371.54
16458	3/21/2018	E. Hines		AP		144.61
16459	3/21/2018	Kingston Howard		AP		55.34
16460	3/21/2018	J.S. West Propane Gas		AP		1,000.11
16461	3/21/2018	Patrick Leahy		AP		168.18
16462	3/21/2018	RONALD & KELLY MARTIN		AP		312.72
16463	3/21/2018	Miles & Lori Massone		AP		74.92
16464	3/21/2018	MetLife Small Business Center		AP		175.22
16465	3/21/2018	Moore Bros. Savenger Co., Inc.		AP		335.10
16466	3/21/2018	Neumiller & Beardslee		AP		1,337.00
16467	3/21/2018	Raymond Peralez		AP		7.97
16468	3/21/2018	Rabobank Visa Card		AP		6,435.31
16469	3/21/2018	Rudolph & Marjorie Rich		AP		200.00
16470	3/21/2018	Coline Simmons		AP		18.62
16471	3/21/2018	Philip & Whitney Simon		AP		117.80
16472	3/21/2018	Staples Credit Plan		AP		569.38
16473	3/21/2018	Stan Stukov		AP		160.70
16474	3/21/2018	ROBERT TESTORFF		AP		43.11
16475	3/21/2018	The Tire Shop		AP		30.00
16476	3/21/2018	TLC Tools, LLC		AP		268.07
16477	3/21/2018	Tuolumne Co. Fire Chiefs Assoc.		AP		150.00
16478	3/21/2018	Tuolumne County Recorder		AP		22.00
16479	3/21/2018	Univar Usa Inc.		AP		3,362.21
16480	3/21/2018	Verizon Wireless 7706		AP		143.50
16481	3/21/2018	Greta Weber-Sturm Trust		AP		130.84
16482	3/21/2018	James Wilbanks		AP		56.01
115356	3/28/2018	Operating Engineers Local #3		AP		269.06
901844	3/28/2018	Dept of Child Support Services		AP		235.95
901845	3/28/2018	EDD - Electronic		AP		1,274.82
901846	3/28/2018	Federal EFTPS		AP		8,643.96
901847	3/28/2018	Pers - Electronic		AP		4,502.40
901848	3/28/2018	TD Ameritrade Trust Co.		AP		300.00
115353	3/30/2018	Gregory Dunn		PR		1,620.09
115354	3/30/2018	Brandon Klein		PR		957.72
115355	3/30/2018	Patrick Sommarstrom		PR		406.01
16483	3/31/2018	Josh & Autumn Aguiar		AP		82.35
16484	3/31/2018	AM Consulting Engineers, Inc.		AP		19,292.50
16485	3/31/2018	Tina Bassett		AP		32.89
16486	3/31/2018	Jay Brosius		AP		97.42

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
16487	3/31/2018	Jeff Burgess		AP		44.00
16488	3/31/2018	Carbon Copy Inc.		AP		58.72
16489	3/31/2018	Central California Generator, LLC		AP		1,368.75
16490	3/31/2018	Michael & Buffy Davis		AP		87.94
16491	3/31/2018	VINCENT FERNANDEZ		AP		231.49
16492	3/31/2018	Foothill-Sierra Pest Control		AP		244.00
16493	3/31/2018	IBS of Sacramento Valley		AP		250.58
16494	3/31/2018	Patricia Larrick		AP		11.96
16495	3/31/2018	Darren & Sean Lemson		AP		28.38
16496	3/31/2018	Microsoft		AP		100.00
16497	3/31/2018	O'Reilly Auto Parts		AP		1,111.15
16498	3/31/2018	PLIC-SBD Grand Island		AP		2,462.03
16499	3/31/2018	Heidi Poulin		AP		64.60
16500	3/31/2018	ALBERT RODRIGUEZ		AP		11.80
16501	3/31/2018	Lori Sanders		AP		36.74
16502	3/31/2018	Standard Insurance Co		AP		382.24
16503	3/31/2018	Michael & Sharon Talmadge		AP		3.86
16504	3/31/2018	Two Guys Pizza		AP		40.32
16505	3/31/2018	Verizon Wireless 5298		AP		283.54
16506	3/31/2018	VSP		AP		402.30
16507	3/31/2018	Wells Fargo Bank, N.A.		AP		359.29

Total Check Count: 123

Total Check Amount: 194,299.84

Direct Deposit Payroll 67,821.12
Total \$262,120.96

AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter J. Kampa, Interim GM

DATE: April 9, 2018

**SUBJECT: Item 3D - Approve Sending Two (2) Directors to Special Districts
Legislative Days May 22-23, 2018**

SUMMARY

Every year, the state legislature adopts laws that affect the operation, administration and governance of the Groveland CSD. Many times, these laws are adopted to “fix” a problem that the legislators feel are wrong with special districts, even if the alleged problem is only with one district, or one type of district. In most cases, state legislators are very unfamiliar with special districts, and are therefore very vulnerable to reacting negatively when faced with complaints about districts.

One of the main purposes of California Special Districts Association (CSDA) is to educate legislators, influence good legislation and defeat bad legislation. CSDA sponsors an annual event titled “Legislative Days” where special district board members and managers attend in mass to assist in educating legislators, to better understand the state legislative process and to hear about current legislative matters.

We have received interest from two Board members to attend the Legislative Days event in Sacramento. Registration for the event is \$275 per attendee before April 20, 2018. Due to the schedule for the event, it is expected that two nights lodging will be required for each director. Approval of the Consent Calendar will authorize two directors to be registered for the event, including travel costs.

RECOMMENDED ACTION

I move to approve the Consent Calendar as presented

ATTACHMENTS

- CSDA Legislative Days Brochure

FINANCIAL IMPACTS

The estimated costs are as follows, assuming the District vehicle is used for transportation:

Registration	Lodging	Total
\$ 550	\$ 900	\$ 1,450



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

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Agenda At A Glance

Agenda subject to change

ADVOCACY DAY: TUESDAY, MAY 22 – 7:30 A.M. - 6:30 P.M.

Get updated on what's happening in the Capitol, then join special district leaders from throughout California to take action on the priority issues facing special districts.

- Hear directly from State leadership on hot topics affecting local services and infrastructure.
- Participate in pre-arranged meetings with State Legislators and staff in their Capitol offices, followed by a private reception.
- Explore how decisions are really made in the Capitol and help shape their outcome.

POLICY DAY: WEDNESDAY, MAY 23 – 8:00 A.M. - 12:00 P.M.

Gain insights from legal experts and CSDA lobbyists on the newest laws and legal challenges to come out of Sacramento.

- Connect the action in the Capitol with the implementation in your community.
- Drill into hot topics through breakout sessions on key issues that may affect your district's revenue, governance, public works or personnel.
- Find answers to your tough questions from expert panels.

HOTEL INFORMATION

Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814

CSDA room rate is \$199 plus tax.
Call to reserve at 1.800.233.1234.

Room reservation cut-off is April 30, 2018.



@SPECIALDISTRICT



FACEBOOK.COM/SPECIALDISTRICT



California Special Districts Association
Districts Stronger Together

new
Policy Day added to 2018 format!

SPECIAL DISTRICTS LEGISLATIVE DAYS

'18 Special Districts Legislative Days: Advocacy Day and Policy Day

Gain the edge on policy changes impacting your agency and exchange ideas with California's top decision-makers at the 2018 Special Districts Legislative Days, an interactive and informative two-day legislative conference in our State's Capitol.

EARLY BIRD DISCOUNT! Register at legislativedays.csdanet.net.

May 22-23, 2018

THE SACRAMENTO CONVENTION CENTER

1400 J Street • Sacramento, CA 95814



#districtsadvocate



SPECIAL DISTRICTS LEGISLATIVE DAYS

Advocacy Day and Policy Day

EARLY BIRD DISCOUNT!
Register at legislatedays.csda.net.

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 20, 2018

- **CSDA Member - \$275 Early Registration / \$325 Regular Registration**
- **Non-Member - \$365 Early Registration / \$440 Regular Registration**

Three Ways to Register

- **Online:** Visit legislatedays.csda.net
- **Fax number:** 916.520.2465. All faxed forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.
Not sure if you are a member? Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877-924-2732.
It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda.

Payment must accompany registration in order to process.

CSDA Member: \$275/EARLY BIRD

Non-Member: \$365/EARLY BIRD

CSDA Member: \$325/AFTER APRIL 20

Non-Member: \$440/AFTER APRIL 20

Total \$:

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

Yes, I want to participate in prearranged meetings in the Capitol.

No, I do not want to participate in prearranged meetings in the Capitol.

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

SPECIAL NEEDS

Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax, mail or email no later than three days prior to the event. All cancellations made within the specified time will be refunded less a \$75 processing fee.