

**REGULAR MEETING OF THE BOARD OF  
DIRECTORS GROVELAND COMMUNITY SERVICES  
DISTRICT GROVELAND, CALIFORNIA  
December 8, 2020  
10:00 a.m.**

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

**Call to Order**

Director Kwiatkowski called the meeting to order at 10:05am.

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

Board Secretary, Jennifer L. Flores administered the Oaths of Office for both Directors Kwiatkowski and Mora.

**Approve Order of Agenda**

Motion

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

**Public Comment**

None.

**Information Items**

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

**A. Staff Reports**

- i. Fire Department Report
  - 1. Community Emergency Response Team (CERT) Update Report
- ii. General Manager's Report
  - 1. Status update report on approval of Terra Vi and Under Canvas projects
  - 2. Status update report on Water and Sewer Master Plan Development
  - 3. Presentation of 2020 State of the District/Management Performance Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report
  - 1. Report on Renewal/Continuance of Health and Welfare Benefits
  - 2.

**B. Proclamations**

- i. Recognition of Director John Armstrong for his 10 Years of Service to the Groveland Community Services District
- ii. Recognition of Director Janice Kwiatkowski for her 3 Years of Service to the Groveland Community Services District

- iii. Recognition of Anthony Trujillo for his 11 Years of Service to the Groveland Community Services District
- iv. Recognition of Steve Buie for his 1 Year of Service to the Groveland Community Services District

Director Edwards left the meeting at 10:28am.

Director Edwards joined the meeting at 10:40am.

### **Consent Calendar**

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- A.** Approve Minutes from the November 10, 2020 Regular Meeting
- B.** Accept November 2020 Payables
- C.** Approval of Declaration of Surplus Equipment and Authorize Their Sale by Public Bid
- D.** Waive Reading of Ordinances and Resolutions Except by Title

### Motion

*Director Armstrong moved, seconded by Director Mora and the motion passed unanimously by roll call to approve the consent calendar.*

### **Old Business**

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action).

- A.** None.

### **Discussion and Action Items**

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

Director Edwards left the meeting at 11:40am.

- A.** Adoption of a Resolution Authorizing the Execution and Delivery of a Loan Agreement, and Authorizing and Directing Certain Actions in Connection with the Refinancing of Prior Obligations

### Motion

*Director Armstrong moved, seconded by Director Swan and the motion passed by roll call to adopt Resolution 53-2020 authorizing the execution and delivery of a Loan Agreement and authorizing and directing certain actions in connection with the refinancing of prior obligations.*  
*Ayes: Directors Kwiatkowski, Mora, Swan and Armstrong*  
*Absent: Director Edwards*

Director Edwards joined the meeting at 11:51am.

- B.** Adoption of a Resolution Approving an Agreement to Establish a Joint Powers Authority for the Tuolumne County Fire Authority

Motion

*Director Swan moved, seconded by Director Armstrong and the motion passed unanimously by roll call to adopt Resolution 54-2020 approving an Agreement to establish a Joint Powers Authority for the Tuolumne County Fire Authority.*

**C. Consideration of Adoption of a Firefighting Staffing Standard for the Groveland Fire Department**

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to direct the General Manager to prepare the staffing, facility improvement and equipment budget projections, financial analysis and funding plans to accomplish a Groveland CSD Fire Department standard consisting of a minimum of four staff and two engines at all times.*

**D. Adoption of a Resolution Approving an Amendment of the Agreement with NBS for Services Associated with Creation of a Community Facilities District to Fund Fire and Park Services**

Motion

*Director Armstrong moved, seconded by Director Kwiatkowski and the motion passed unanimously by roll call to adopt Resolution 55-2020 approving amendment of the Agreement with NBS for services associated with creation of a Community Facilities District to fund Fire and Park services.*

**E. Adoption of a Resolution Approving the Board Norms and Protocol**

Motion

*Director Mora moved, seconded by Director Armstrong and the motion passed unanimously by roll call to adopt Resolution 56-2020 approving the Board Norms and Protocol.*

**F. Discussion and Action Related to the Election of Board Officers for Calendar Year 2021**

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to nominate and elect Board President, Janice Kwiatkowski for Calendar Year 2021.*

Motion

*Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously by roll call to nominate and elect Board Vice President, Nancy Mora for Calendar Year 2021.*

Motion

*Director Mora moved, seconded by Director Kwiatkowski and the motion passed unanimously by roll call to appoint Rachel Pearlman to be the District's Board Secretary.*

- G. Authorization to Secure Grant Writing Services from Lixipol in the Amount of \$2500 for the 2020 SAFER Grant Application Cycle to Fund Additional Fire Department Staff

Motion

*Director Swan moved, seconded by Director Mora and the motion passed unanimously by roll call to authorization to secure Grant Writing Services from Lixipol in the Amount of \$2500 for the 2020 SAFER Grant Application cycle to fund additional Fire Department staff.*

**Adjournment**

Meeting adjourned at 12:54pm.

APPROVED:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST:

\_\_\_\_\_  
Rachel Pearlman, Board Secretary