



REGULAR MEETING OF THE BOARD OF DIRECTORS

District Office, 18966 Ferretti Road

Groveland, CA 95321

(209) 962-7161 www.gcsd.org

AGENDA

January 8, 2019

10:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call of Board Members

Janice Kwiatkowski, President

Nancy Mora, Vice President

John Armstrong, Director

Spencer Edwards, Director

Robert Swan, Director

1. Approve Order of Agenda

2. Public Comment

Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Public comments are subject to a 3-minute time limit; 10 minutes on an individual topic. Although no action can be taken on items not listed on the agenda, please know we are listening carefully to your comments.

3. Timed Agenda Items

- A. (Approximately 10:15 AM) Consideration of Membership in the Tuolumne-Stanislaus Regional Water Management Authority

4. 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
- ii. General Manager's Report
 - 1. Acknowledgement of Director Edwards for Achieving the Special District Leadership Foundation's "Recognition in Special District Governance" Certificate
 - 2. Update on Major Projects including Water and Sewer Improvements Planning and Flume Renovation
 - 3. Report on the Accomplishments of 2018
- iii. Operations and Maintenance Report
 - 1. Report on Tunnel Shutdown Schedule and Operations Plan
 - 2. Report on Completion of Ferretti Rd. Water and Sewer Main Renovations
- iv. Admin/Finance Report

5. 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 December 11, 2018 Regular Meeting
- B. Approve Minutes from December 14, 2018 Special Meeting
- C. Accept December Payables
- D. Waive Reading of Ordinances and Resolutions Except by Title

6. Old Business

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

- A. Adoption of a Resolution Approving the Recently Developed Board Norms and Protocol

7. 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.

- A. Overview of the District's Responsibility for Involvement in the Tuolumne County Development Review and Permitting Processes, California Environmental Quality Act (CEQA) Requirements, and Potential Initial Board Direction Regarding the Provision of Services to the Proposed Terra Vi Lodge (Hardin Flat, LLC) Site Development Permit Application 18-003
- B. Adoption of a Resolution Amending the District's Leak Adjustment Policy
- C. Adoption of a Resolution Approving an Updated Sanitary Sewer Management Plan (SSMP) in Accordance with the State Water Resources Control Board (SWRCB), Order No. 2006-0003
- D. Status Update on Accomplishments, Review and Potential Update of the Management Objectives Adopted for the General Manager
- E. Approval of a Revised and Updated District Organizational Chart to Reflect the Appropriate Existing and Recommended Future Position Classifications

8. Adjournment

ALL AGENDA MATERIAL ARE AVAILABLE ON THE DISTRICT WEBSITE AT WWW.GCSD.ORG OR MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

Any person who has any questions concerning this agenda may contact the District Secretary.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at 209-962-7161. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11)



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: January 8, 2019

ITEM SUBMITTED BY: Peter J. Kampa, General Manager

SUBMITTAL PREPARED BY: Peter J. Kampa, General Manager

AGENDA ITEM: Consideration of Membership in the Tuolumne-Stanislaus
3A Regional Water Management Authority

RECOMMENDED ACTION

Motion to Approve Membership in the Tuolumne-Stanislaus Regional Water Management Authority

BACKGROUND

Members of the Tuolumne-Stanislaus Regional Water Management Authority have requested that the GCSD Board consider membership in this Joint Powers Authority, responsible for implementation of a regional water management plan and related actions.

Should the Board approve membership on the Authority, the District will need to take additional actions to adopt the Authority bylaws, appoint a representative from the District, and pay the participation fee. Additional information is included on the next page and in the attachments listed below.

ATTACHMENTS

- IRWMA Membership Information
- IRWMA Membership (Cost) Tiers

FINANCIAL IMPACTS

Using either population or number of connections, the District's 2018 cost for membership in the IRWMA would be \$9000. The expense would be paid by the water and sewer funds proportionally based on customer count

The establishment of a collaborative water planning entity and development of a regional water management plan was originally proposed in 2007 by then TUD General Manager Pete Kampa and TUD water consultant John Mills. By 2008, a proposed regional boundary was identified to encompass the Tuolumne and Stanislaus River Watersheds, as well as Littlejohn Creek in Calaveras County. The state Department of Water Resources (DWR) approved the Tuolumne-Stanislaus (T-Stan) boundaries in 2008. A state planning grant was secured in 2009 and the T-Stan Integrated Regional Water Management Plan, or "IRWMP" was completed in 2010. The Central Sierra Environmental Resource Center (CSERC) put together a comprehensive presentation on the history of the regional effort, which can be downloaded [here](#).

GCSD has participated in the process of formation of the IRWMP, and actively participated on its Watershed Advisory Committee until recent years. By participating in the process, the District has received IRWM grant funds for the AWS water treatment plant trailer and renovation of Lift Station #16. Due to high workload, changes in management staff and Board members, GCSD's active participation in the IRWM has waned. By once again regularly attending the IRWM Watershed Advisory Committee meetings held at TUD in Sonora, GCSD can once again regain an active membership in the organization and have a voice in the committee.

What is at issue currently is whether GCSD should become a member of the formal decision-making body of the IRWM, a joint powers authority called the Tuolumne-Stanislaus Integrated Regional Water Management Authority. As a member of the Authority, the District would have a vote with the other listed agencies on decisions affecting the water management of our region. Members of the Authority will be in attendance at the meeting to present the matter and answer questions. Participation in the Authority requires the District to share in its administrative costs, and a member of the Board would be assigned as the GCSD voting member in Authority decisions. Membership in the Authority is a solid, positive action on behalf of the community and our interest in regional water issues.

Tuolumne-Stanislaus

Integrated Regional Water Management Authority

MEMBERSHIP OPPORTUNITY TO SUPPORT YOUR WATERSHED AND THE COMMUNITY

About: The T-Stan Integrated Regional Water Authority oversees the TS-IRWM Plan. The Plan is the first regional watershed management plan of its kind in the Tuolumne-Stanislaus Region and is intended to provide a framework to improve collective understanding and take high priority actions to collaboratively address the many major water-related challenges/needs and conflicts within the Region through the planning horizon. These issues include water quality, local water supply reliability, better integration of water and land use management, resource stewardship and ecosystem protection.

Location: The Region's boundaries encompass approximately 2,700 square miles, spanning the western slope of the Sierra Nevada, rising from the lower Sierra foothills to the crest of the Sierra Nevada and includes the Upper Tuolumne River, Upper Stanislaus River, and Upper Rock Creek-French Camp Slough watersheds. The Region includes all of Tuolumne County, the southern portion of Calaveras County, and southwestern Alpine County.



Funding Opportunity: To date, the T-Stan IRWM region has been awarded over \$12 million in state grant funds for projects being implemented by IRWMA members.

The JPA Board Members are the Statutory Authority over the IRWM Group. Current T-Stan IRWM Board Members:

- [Calaveras County Water District](#)
- [Murphys Sanitary District](#)
- [Tuolumne County](#)
- [Tuolumne Utilities District](#)
- [Twain Harte Community Services District](#)

The Watershed Advisory Committee members have an interest in the IRWM region and are stakeholders that attend the regularly scheduled meetings. Current T-Stan IRWMA Watershed Advisory Committee (WAC) Members:

- Amador Tuolumne Community Action Agency
- Calaveras County Water District
- Central Sierra Audubon
- Central Sierra Environmental Resource Center
- City of Angels Camp
- City of Sonora
- Groveland Community Services District
- Murphys Sanitary District
- Pinecrest Permittees Association
- Tuolumne Band of Me-Wuk Indians
- Tuolumne County
- Tuolumne County Alliance for Resources & Environment
- Tuolumne County Resource Conservation District
- Tuolumne Group Sierra Club
- Tuolumne River Trust
- Tuolumne Utilities District
- Twain Harte Community Services District
- United States Forest Service, Stanislaus National Forest
- Utica Power Authority

JPA Membership Opportunity

- Play a leadership role in bringing local and regional needs to the attention of those with the ability to assist in implementing solutions
- Be part of the decision-making group that guides the T-Stan IRWMP organization forward into the future
- Demonstrate the leadership role your organization is expected to provide to your community and your watershed
- Help maintain and continue fostering the goodwill towards, and the respect of, the T-Stan IRWM organization by the CA Department of Water Resources
- As a JPA member, your organization will be in a position to participate in all the efforts of the IRWMA to include ensuring a continued forum for collaboration among the diverse members of the Watershed Advisory Committee who strive to identify water-related challenges and opportunities and vet water resource projects within the region

Tuolumne-Stanislaus

Integrated Regional Water Management Authority

Membership Investment Tiers

JPA Leadership Member Investment Tiers:

# Connections or Area Population	Annual Contribution
10,000 or more	\$ 15,000/year
6,000-9,999	\$ 12,000/year
2,000-5,999	\$ 9,000/year
1,999 or less	\$ 7,000/year

* Note: JPA Annual Contribution amount will vary depending on the number of members and Community Partnership Support Contributors who participate each year.

JPA Board – Current Members: 2018:

JPA Members	# Connections or Area Population	Annual Pricing-2018
CCWD	8,355	\$12,000
MSD	791	\$7,000
THCSD	1,572	\$7,000
Tuolumne County	52,000	\$15,000
TUD	14,160	\$15,000

Becoming a T-Stan IRWMP Community Partner Support Contributor would mean:

- As a Community Partner, your agency will be recognized as a supporter of the mission and purpose of the Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWMA): to manage water in a sustainable fashion while achieving balance among the competing uses and requirements for water; this includes meeting water quality needs to include addressing aging septic systems
- Your agency will be invited to attend the monthly Water Advisory Committee (WAC) meetings
- Your agency logo would be prominently displayed on the Tuolumne-Stanislaus Integrated Regional Water Management Authority website, <https://tstan-irwma.org/>
- Your agency would be listed as a Community Partner in all news releases related to T-S IRWMA

Contribution: \$5,000/annually



RESPONSE ACTIVITY TALLY REPORT

55045

GROVELAND CSD

Alarm Date From: 12/3/2018 To: 12/31/2018

Report Date 1/2/2019

INCIDENT TYPE	INCIDENT TYPE DESCRIPTION	INCIDENT COUNT
GCS		
321	EMS call, excluding vehicle accident with injury	11
550	Public service assistance, other	5
551	Assist police or other governmental agency	4
700	False alarm or false call, other	1
	Subtotal	21
GRV		
321	EMS call, excluding vehicle accident with injury	3
	Subtotal	3
FDID 55045	GROVELAND CSD	Grand Total 24



RESPONSE ACTIVITY TALLY REPORT

55045

GROVELAND CSD

Alarm Date From: 1/1/2018 To: 12/31/2018

Report Date 1/3/2019

INCIDENT TYPE	INCIDENT TYPE DESCRIPTION	INCIDENT COUNT
GCS		
111	Building fires	3
131	Passenger vehicle fire	3
321	EMS call, excluding vehicle accident with injury	285
322	Vehicle accident with injuries	2
324	Motor vehicle accident with no injuries	6
363	Swift water rescue	1
400	Hazardous condition, other	12
422	Chemical spill or leak	1
500	Service Call, other	1
550	Public service assistance, other	51
551	Assist police or other governmental agency	64
611	Dispatched & canceled en route	9
651	Smoke scare, odor of smoke	2
700	False alarm or false call, other	29
	Subtotal	469
GRV		
321	EMS call, excluding vehicle accident with injury	27
400	Hazardous condition, other	1
440	Electrical wiring/equipment problem, other	1
550	Public service assistance, other	3
611	Dispatched & canceled en route	1
651	Smoke scare, odor of smoke	1
700	False alarm or false call, other	4
800	Severe weather or natural disaster, other	2
	Subtotal	40
FDID 55045	GROVELAND CSD	Grand Total 509


Recognition in Special District Governance

In recognition of completion of the required education, the Special District Leadership Foundation presents the Recognition in Special District Governance Award

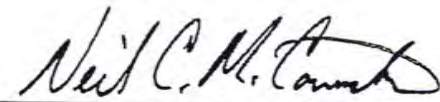
to

Spencer Edwards

This 5th Day of November 2018



David Aranda, SDLF Board President



Neil McCormick, SDLF Chief Executive Officer

GCSD Highlights

- Would like to acknowledge District employee Anthony Trujillo for his 9 years of service.
- The District recently received a letter from one of our customers in regards to excellent customer service. The letter highlighted two District employees Pat Sommarstrom and Gene Pike and all Admin staff for outstanding customer service. The District strives for great customer service and these types of correspondences reflect the commitment we have at all staff levels.

Capital Projects

Coordinated closely with Moyle Excavation during the repair of Ferretti Rd Water and Sewer lines.

CCTV sewer line after installation and assisted with the 10" water line disinfection.



- Coordinated with District Engineer on Reservoir 1 bypass valve/vault replacement. Sent out request for bids.

Water

- Performed weekly checks and calibrations on all analyzers at 2G, BC, and AWS.
- Performed monthly UV calibrations at 2G and BC.
- Took weekly plant and distribution samples.
- Monitored Distribution Tank weekly.
- Worked/operated AWS (adjusting chemical pumps, calibrating monitoring equipment) and worked with STS on computer reporting issue.
- Submitted monthly Water Treatment Report and Conservation Report.
- Completed weekly checks on Tank 4 (Building, Pneumatic Tank, Pumps and MCC Cabinet) and Highlands Pump stations (Building, pumps and MCC Cabinet).
- Monthly lock offs due to nonpayment.
- Coordinated with Anderson Pump and Power services for Pump test on Big Creek Turbine due to loss of GPM. (Recommended by both companies to pull and repair bowl assemblies)
- Pulled wire and coordinated with Industrial Electric with the start up of Tank 2 Booster Pump Generator.
- Cleaned out all Valve Boxes in Unit 12 and completed Directional Flushing of water system.

Water Breaks

- Changed out curb stop on Elder Ln.
- Water break on Pleasant View Drive (1.25" Service Tube). Staff had to shut down street due to location of break. Samples were taken and sent to Aqua Lab. Results met all State Standards.
- Water break on Reid Circle 1" service line.

Wastewater:

- Took monthly reservoir samples and weekly plant samples.
- Chemical and Hydro flushed multiple gravity lines throughout the District.
- Submitted monthly Wastewater Report and No Spill report.
- Completed weekly (PMCS) Preventative Maintenance Checks and Services of all Lift Station.
- Cleaned Lift Station 1, 2, 3, 4, 5, 9, 10, 11, 12, 13, 14, 15 & 16. (PT, Floats and Wet well)
- Removed and installed new Motor for the STP Irrigation Pump.
- Completed Lift Station 15 Gravity Manhole inspections.
- Picked up Lift Station Pump #2 from Industrial Electric (pump tested OK). Reset pump and coordinated with Industrial Electric on VFD and main pump breaker inspection.
- Cleaned the STP Chlorine Generator.
- Inspected 19 of LS 1 gravity Manholes.
- Worked with District Engineer on Sanitary Sewer Management Plan (SSMP).

Maintenance

- Completed weekly Generator Checks.
- Coordinated with Barton Door on the installation of new roll up door for the amphitheater at the lower park.
- Coordinated with PH Electric on the Fire House Light repairs.



- Replaced Dump Truck air compressor governor, serviced Clutch/Brakes and replaced hydro booster on Truck 15.
- Repaired LS 15 Generator radiator hose, fuel lift pump on LS 3 generator and serviced LS 12 Generator.
- Road repair for the ballfield and Spray Field #3 road.
- Coordinated with Central California Generator with the repairs to 2G, Tank 2 and diagnosed LS 2 coolant problem.(Batteries, Cables, H-Board and Coolant Sensor)
- Coordinated with PH Electric on District Parking Lot Light Repairs dug and poured pole footings.

Call Outs

- 4 Sewer
- 2 Water

GROVELAND COMMUNITY SERVICES DISTRICT									
CASH BALANCES AS OF 12/31/2018									
					Total			Total	
					Enterprise			Government	
Cash Accounts	Acct	Water	Sewer	Grunsky	& D/G Funds	Fire	Parks	Funds	G/L Totals
Rabobank Operating Account	4498	922,523.11	533,935.66	5,352.99	1,461,811.76	737,554.11	194,329.99	931,884.10	2,393,695.86
Rabobank Investment (Operating Reserves)	2814	532,098.55	183,493.82	11,718.80	727,311.17	739,473.87	86,620.17	826,094.04	1,553,405.21
Rabobank Payroll Account	2426	22,667.72	23,437.17		46,104.89	3,932.63	3,977.58	7,910.21	54,015.10
Rabobank Drought Grant Account	5389	-			-				-
Water Bond Pymt Reserve	4662	1,222,146.35	-		1,222,146.35	-	-	-	1,222,146.35
Sewer Bond Pymt Reserve	4745	-	886,124.42		886,124.42	-	-	-	886,124.42
Rabobank Pension Acct	8958	-	-		-	-	-	-	-
Cash Drawer		168.00	132.00		300.00				300.00
Petty Cash		100.00	100.00		200.00				200.00
Cash in Co Treas SAD 77-1		(588.00)			(588.00)				(588.00)
LAIF Transferred to Investment Reserves Acct		1,000,000.33	61.24		1,000,061.57				1,000,061.57
Total Unrestricted Cash		3,699,116.06	1,627,284.31	17,071.79	5,343,472.16	1,480,960.61	284,927.74	1,765,888.35	7,109,360.51
2013 Water Bond Sale - Restricted Reserve	2498	315,641.19			315,641.19				315,641.19
2014 BNY Water Bond Sale - Restricted Reserve	5112	382,045.03			382,045.03				382,045.03
2014 BNY Sewer Bond Sale-Restricted Reserve	9240		327,987.37		327,987.37				327,987.37
Total Restricted Cash		697,686.22	327,987.37	-	1,025,673.59	-	-	-	1,025,673.59
Total Cash and Investments		4,396,802.28	1,955,271.68	18,464.26	6,370,538.22	1,480,960.61	284,927.74	1,765,888.35	8,135,034.10

Legal Fees					79-015								
Month	CK#	Atkinson	CK#	Neumiller									
July			17029	\$ 841.00									
August													
September	17173	\$ 2,676.44	17227	\$ 1,399.00									
October	17302	\$ 1,404.50	17276	\$ 747.00									
November													
December													
January													
February													
March													
April													
May													
June													
Legal Fee Total	\$ 7,067.94	\$ 4,080.94		\$ 2,987.00									
A&M Engineering Fees													
Month	CK#	Total Invoice	Project Cost Distribution										
			Downtown/BOF Water (Grant Reimbursed)	Downtown/BOF Sewer (Grant Reimbursed)	Flume Project (FEMA)	Flume Project (CAL OES)	Water Permit	Sludge Bed	Ferritti Rd. 050/060	Fire Station	SSMP	STP Valve	
			050-800-80-501-00	060-800-80-501	060-800-80-594	060-800-594-01	050-100-79-020	060-800-80-6	800-80-617				
July	16927	\$ 14,422.50	3522.50	\$ 7,877.50	\$ 2,345.00		\$ 457.50	\$ 220.00					
August	17049	\$ 7,367.50	\$ 2,725.00	\$ 525.00	\$ 2,607.50		\$ 662.50	\$ 110.00	\$ 737.50				
September	17170	\$ 35,909.50	\$ 13,527.00	\$ 11,170.00	\$ 1,085.00		\$ 2,430.00		\$ 2,467.50	\$ 1,925.00	\$ 3,305.00		
October	17249	\$ 9,765.00	\$ 7,147.50		\$ 865.00		\$ 85.00		\$ 780.00	\$ 182.50	\$ 705.00		
November	17299	\$ 4,837.50	\$ 2,392.50		\$ 550.00				\$ 550.00	\$ 140.00	\$ 85.00	\$ 1,120.00	
December													
January													
February													
March													
April													
May													
June													
Total A & M		\$ 72,302.00	\$ 29,314.50	\$ 19,572.50	\$ 7,452.50		\$ 3,635.00	\$ 330.00	\$ 4,535.00	\$ 2,247.50	\$ 4,095.00	\$ 1,120.00	

**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
7
 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 14th 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.

APPROVED:

ATTEST:

Robert Swan, President

Jennifer Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
December 14, 2018
9:00 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 General Manager Pete Kampa.

Call to Order

Director Swan called the meeting to order at 9:00am.

Approve Order of Agenda

Motion

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

Public Comment

None.

Action Items to be Considered by the Board of Directors

Adoption of a Resolution of the Board of Directors of the Groveland Community Services District Authorizing the Groveland Community Services District to Apply for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant, in the Amount of \$130,000 for a Fuels Reduction Project Known as Jones Hill, and Authorize the General Manager to Sign the Grant Agreement and any Related Documents

Motion

Director Swan moved, seconded by Director Armstrong to approve Resolution 42-18, A Resolution of the Board of Directors of the Groveland Community Services District Authorizing the Groveland Community Services District to Apply for the California Climate Investments (CCI) Department of Forestry and Fire Protection, Fire Prevention Grant, in the Amount of \$130,000 for a Fuels Reduction Project Known as Jones Hill, and Authorize the General Manager to Sign the Grant Agreement and any Related Documents.

Director Swan amended his motion to remove from the title of the Resolution, "...in the amount of \$130,000," as to not restrict the amount to be applied for. Director Armstrong accepted the amendment. The amended motion passed unanimously.

Discuss and Consider for Approval an Anthem Blue Cross Health Plan to Replace Existing Blue Shield of California Plan for District Employees for Upcoming Calendar Year 2019

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to approve Anthem Blue Cross Health Plan to Replace Existing Blue Shield of California Plan for District employees for calendar year 2019.

Adjournment

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to adjourn the meeting at 9:29am.

APPROVED:

ATTEST:

Robert Swan, President

Jennifer Flores, Board Secretary



ACCOUNTS PAYABLE CHECK LISTING

December, 2018
Fiscal Year 18/19
Board Approval _____

Accounts Payable Checks

User: dpercoco

Printed: 1/2/2019 4:13:59 PM



Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17357	BLU01	Anthem Blue Cross	12/27/2018	True	Monthly Group Health Ins.	\$19,533.33
17358	ATT02	AT&T	12/27/2018	True	Monthly Cal Net phone service	\$496.03
17359	UB*02375	Axiak, Bette Lee	12/27/2018	True	Refund Check	\$59.32
17360	Barton	Barton Overhead Door	12/27/2018	True	Rolling curtain door for lower park stage storage	\$750.00
17361	BRE01	Breshears, W. H.	12/27/2018	True	Fuel & Oil	\$1,143.58
17362	UB*02197	Coniglio, John & Elizabeth	12/27/2018	True	Refund Check	\$372.16
17363	CWEA	CWEA	12/27/2018	True	Myles Rodriguez CWEA renewal membership	\$188.00
17364	DIS01	Dish Network	12/27/2018	True	Satellite TV for FD	\$45.67
17365	Doh01	Doherty Tire of Sonora, Inc.	12/27/2018	True	4 mount & dismount tires for Truck #18	\$80.00
17366	FP Mail	FP Mailing Solutions	12/27/2018	True	Quarterly Postage Machine Rental	\$286.36
17367	GEN01	General Plumbing Supply	12/27/2018	True	3 ea. powerseal 1" saddles for Biosolids disposal	\$232.13
17368	UB*02337	Glover, Mark	12/27/2018	True	Refund Check	\$65.00
17369	gro08	Groveland Transfer Station	12/27/2018	True	Dump fee	\$84.85
17370	JSW02	J.S. West Propane Gas	12/27/2018	True	Propane	\$1,698.84
17371	KC01	KC Courier, LLC	12/27/2018	True	Monthly Courier Service	\$372.38
17372	Kof02	Koff & Associates	12/27/2018	True	Classification/Comp Study	\$134.00
17373	pin06	Pine Mountain Employment Temp Agency	12/27/2018	True	Temporary Office clerk	\$981.96
17374	Pri04	PLIC-SBD Grand Island	12/27/2018	True	Monthly Dental Insurance	\$2,753.85
17375	raBo01	Rabobank Visa Card	12/27/2018	True	CSDA Recognition Certificate for Spencer Edwards	\$1,499.86
17376	UB*02374	Rauch, Gerhard W. & Ella Hampton	12/27/2018	True	Refund Check	\$61.18
17377	UB*02376	Resorces Inc, BLB	12/27/2018	True	Refund Check	\$86.94
17378	Ron01	Roni Lynn Photography	12/27/2018	True	Social Media Management	\$2,500.00
17379	SFPUC	San Francisco Public Utilities Commission	12/27/2018	True	Monthly Water Purchase	\$11,822.44
17380	Sta15	Staples Credit Plan	12/27/2018	True	Pine Sol cleaning	\$693.98
17381	UB*02373	Strine, David	12/27/2018	True	Refund Check	\$14.05
17382	TIR01	The Tire Shop	12/27/2018	True	6 ea. tire mount & balance for Truck #17	\$114.00
17383	Tir02	TireHub, LLC	12/27/2018	True	4 ea. new tires for Truck #18	\$862.21
17384	USA03	Usa Blue Book	12/27/2018	True	1 ea. measuring wheel	\$147.48
17385	Ver03	Verizon Wireless 7706	12/27/2018	True	Monthly Auto Dialers	\$159.19
17386	Wells	Wells Fargo Bank, N.A.	12/27/2018	True	Monthly Lease on Admin Copier	\$359.29
17387	UB*02377	Wilsey, James A. & Yolanda T.	12/27/2018	True	Refund Check	\$12.19
17355	BLU02	Anthem Blue Cross	12/19/2018	True	Insurance D. Beaudreau	\$847.29
115690	FTB02	Franchise Tax Board	12/18/2018	True	PR Batch 00002.12.2018 Wage Garnishment FTB	\$311.68

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
115691	OE3	Operating Engineers Local #3	12/18/2018	True	PR Batch 00002.12.2018 Oper Engin Union Dues	\$293.52
901934	DCSS	Dept of Child Support Services	12/18/2018	True	PR Batch 00002.12.2018 Wage Garnish Child Support	\$235.95
901935	EDD01	EDD - Electronic	12/18/2018	True	PR Batch 00002.12.2018 State Income Tax	\$1,074.37
901936	FedEFTPS	Federal EFTPS	12/18/2018	True	PR Batch 00002.12.2018 Federal Income Tax	\$7,870.33
901937	PER01	Pers - Electronic	12/18/2018	True	PR Batch 00002.12.2018 PERS Employer Expense	\$4,709.63
901938	TD 457	TD Ameritrade Trust Co.	12/18/2018	True	PR Batch 00002.12.2018 457 Deferred Compensation	\$300.00
17354	Cla05	Clark, Robert	12/12/2018	True	Payment of Claim for damage due to high pressure	\$481.07
17297	Accela	Accela, Inc. #774375	12/11/2018	True	Monthly C/C Web Print Fees	\$1,028.65
17298	Adv02	Adventist Health Sonora	12/11/2018	True	Anthony Filippi Vaccine	\$88.00
17299	am01	AM Consulting Engineers, Inc.	12/11/2018	True	Sewer Master Plan	\$4,837.50
17300	AME01	American Valley Waste Oil, Inc	12/11/2018	True	Used Oil Waste Pickup	\$40.50
17301	AQU01	Aqua Labs	12/11/2018	True	060 Sewer Tests	\$5,710.00
17302	atk01	Atkinson, Andelson, Loya, Rudd & Romo	12/11/2018	True	Personnel Legal Fees	\$1,404.50
17303	BRE01	Breshers, W. H.	12/11/2018	True	Fuel & Oil	\$3,703.87
17304	CALGON	Calgon Carbon Corporation	12/11/2018	True	2 ea. UV Fans	\$683.35
17305	CAR06	Carbon Copy Inc.	12/11/2018	True	Monthly Copier Usage	\$57.66
17306	Con06	Conifer Communications	12/11/2018	True	Internet Service-Quarterly	\$764.25
17307	Datapros	Datapros Inc.	12/11/2018	True	Monthly UB Statement Processing	\$1,831.73
17308	Dept Wtr	Department Of Water Resources	12/11/2018	True	Principal on Contract #D157929	\$3,818.48
17309	dow05	Down to Earth Const. & Nursery	12/11/2018	True	6 yards of drain rock for STP drying bed	\$302.45
17310	DRU01	Drugtech Toxicology Services, LLC	12/11/2018	True	Consortium DOT Tests	\$57.00
17311	Ferg01	Ferguson Enterprises Inc. #1423	12/11/2018	True	1 ea. pipe squeeze off tool for shut off	\$734.77
17312	GCS02	GCSID	12/11/2018	True	FD Water Bill	\$4,305.79
17313	GCS01	GCSID Petty Cash	12/11/2018	True	Postage	\$37.36
17314	GEN01	General Plumbing Supply	12/11/2018	True	5 ea. Hand pumps	\$426.96
17315	GEN02	General Supply Co	12/11/2018	True	Wire for Tank #2 generator	\$817.12
17316	gilb01	Gilbert Associates, Inc.	12/11/2018	True	CPA Services	\$3,100.00
17317	Gre05	GreatAmerica Financial Services	12/11/2018	True	Monthly Avaya Phone System Lease	\$186.36
17318	H&S	H & S Parts and Service	12/11/2018	True	1 ea. air govenor for big dump truck	\$39.47
17319	Ind05	Independent Electric Supply Inc.	12/11/2018	True	5 ea. 20' poles for District Lighting	\$4,273.91
17320	IRO01	Iron Mountain	12/11/2018	True	Off-site Document shredding	\$592.32
17321	Kam01	Kampa Community Solutions, LLC	12/11/2018	True	General Manager consulting duties	\$7,837.50
17322	KC Auto	KC Auto Parts	12/11/2018	True	November auto parts	\$30.49
17323	KC01	KC Courier, LLC	12/11/2018	True	Monthly Courier Service	\$372.38
17324	LEH01	Lehman Trucking, Inc.	12/11/2018	True	5 yard of concrete for ramp to drying bed	\$933.08
17325	UB*02371	Lorenz, Annette	12/11/2018	True	Refund Check	\$14.56
17326	LOW01	Lowe's Companies, Inc.	12/11/2018	True	2 ea. Counter tops for lower snack shack	\$925.04
17327	dic02	Mathew Dickens	12/11/2018	True	Matt Dickens Truck Nation Driving School	\$1,490.00
17328	UB*02372	Moore, George	12/11/2018	True	Refund Check	\$97.13
17329	MOO01	Moore Bros. Savenger Co., Inc.	12/11/2018	True	Garbage Service	\$460.96
17330	MOT03	Mother Lode Answering Service	12/11/2018	True	Monthly Call Forward/Paging	\$169.00
17331	MOU03	Mountain Oasis Water Systems	12/11/2018	True	Bottled Water	\$118.35
17332	Moy02	Moyle Excavation Inc.	12/11/2018	True	Entrance/Parking Lot Restoration project	\$30,783.00

Check N	Vendor N	Vendor Name	Check Dat	Committe	Description	Amount
17333	Nat06	Nationwide Long Distance Service, Inc.	12/11/2018	True	Monthly Long Distance Fee	\$9.50
17334	Oreil	O'Reilly Auto Parts	12/11/2018	True	55 gallon barrel of coolant	\$1,475.43
17335	pac04	Pacific Crane Inspections	12/11/2018	True	Aerial Work Platform Inspection, Material Handling Device Inspec	\$750.00
17336	per04	Percoco, Ronald	12/11/2018	True	Janitorial/Park Services	\$1,942.00
17337	PGE01	PG&E	12/11/2018	True	Monthly Electric Charges	\$640.21
17338	phe01	PH Electric	12/11/2018	True	16 Lights for Outside lighting at Fire Dept	\$3,497.36
17339	pin06	Pine Mountain Employment Temp Agency	12/11/2018	True	Temporary Office clerk	\$595.14
17340	pmi01	PML Hardware & Supply Inc.	12/11/2018	True	November Hardware supplies	\$800.00
17341	PRD01	PR Diamond Products, Inc.	12/11/2018	True	Blades for cut off saws	\$460.00
17342	SUE01	Ray Suess Insurance & Invst	12/11/2018	True	Retired Members Medical JJ RD EP PL CS WS	\$6,559.07
17343	UB*02370	Regal, Michael & Karen	12/11/2018	True	Refund Check	\$11.24
17344	Rus01	Rush Advertising Specialties	12/11/2018	True	Employee uniform hoodies	\$2,361.27
17345	SDR01	SDRMA	12/11/2018	True	Deductible for Mark Glover claim	\$500.00
17346	SWR03	SWRCB	12/11/2018	True	Annual Collections Permit	\$18,633.00
17347	syn01	Synagro WWT, Inc.	12/11/2018	True	Biosolids Disposal	\$4,472.22
17348	TUO01	Tuo. Co. Public Power Agency	12/11/2018	True	Public Power Purchase	\$10,785.37
17349	UNI05	Univar Usa Inc.	12/11/2018	True	Hydrochloric Acid	\$1,314.43
17350	USA03	Usa Blue Book	12/11/2018	True	1 ea. Liquid filled gauge	\$516.93
17351	USD01	USDA-Forest Service	12/11/2018	True	2019 Land Use Fee	\$100.57
17352	Ver02	Verizon Wireless 5298	12/11/2018	True	Monthly Cell Phone	\$449.36
17353	ZEE01	Zee Medical Service Co	12/11/2018	True	First Aid Supplies	\$179.27
115687	OE3	Operating Engineers Local #3	12/5/2018	True	PR Batch 00001.12.2018 Oper Engin Union Dues	\$293.52
9019340	DCSS	Dept of Child Support Services	12/5/2018	True	PR Batch 00001.12.2018 Wage Garnishment Child Support	\$235.95
9019341	EDD01	EDD - Electronic	12/5/2018	True	PR Batch 00001.12.2018 SDI - Employee	\$1,093.18
9019342	FedEFTPS	Federal EFTPS	12/5/2018	True	PR Batch 00001.12.2018 Medicare Emple Portion	\$7,847.43
9019343	PER01	Pers - Electronic	12/5/2018	True	PR Batch 00001.12.2018 PERS Employee Deduct	\$4,768.25
9019344	TD 457	TD Ameritrade Trust Co.	12/5/2018	True	PR Batch 00001.12.2018 457 Deferred Compensation	\$300.00
17296	SWR02	SWRCB	12/4/2018	True	Andrew Marshall Distribution 2 exam	\$220.00
					Dec Payroll-Dir Dep	\$47,740.72
					Total Accts. Pay.	<u>\$264,359.02</u>



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: January 8, 2019

ITEM SUBMITTED BY: Peter J. Kampa, General Manager

SUBMITTAL PREPARED BY: Peter J. Kampa, General Manager

AGENDA ITEM: Adoption of a Resolution Approving the recently developed
5A Board Norms and Protocol

RECOMMENDED ACTION

"I Move to Adopt a Resolution Approving the recently developed Board Norms and Protocol"

BACKGROUND

Over the past seven months, the Board of Directors has held seven public workshops in the development of Board Norms and Protocol. Great strides have been made in developing communication among the Board and establishing functional and agreed upon meeting protocol.

The Board has also developed a slate of "norms" which detail how the Board expects itself to act in itself and with the public. The draft Norms and Protocol are included herein. An electronic version of the [Norms](#) and [Protocol](#) are available by clicking on their respective link.

Please note that any of the draft norms or protocol can be amended at any future date, and should be reviewed publicly each time there is a change in Board membership through election or appointment.

ATTACHMENTS

- Draft Norms and Protocol
- Resolution approving the adoption of Norms and Protocol

FINANCIAL IMPACTS

There are no financial impacts associated with adoption of Norms and Protocol

RESOLUTION NUMBER 2019-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING BOARD NORMS AND PROTOCOL

WHEREAS, the District Board of Directors has conducted a series of seven public meetings to receive public input on the development of its first ever slate of communication, policy and procedural agreements related to the conduct of the Board members, Board meetings, as well as internal and external communication expectations; and

WHEREAS, the Board desires to adopt and effectively implement the agreements and expectations as "Board Norms and Protocol" to provide for solid District transparency and accountability in its public processes; and

WHEREAS, the adopted Norms and Protocol should be regularly reviewed by the Board for relevancy and adequacy and updated as needed when new Board members are elected or appointed.

NOW, THEREFORE, BE IT RESOLVED that GROVELAND COMMUNITY SERVICES DISTRICT hereby approves and adopts the Board Norms and Protocol contained herein effective immediately.

Groveland Community Services District

Board of Directors Norms for Effective Deliberations

January 8, 2019

THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AGREE TO:

Relationship Norms

- *Create an environment that promotes respect and appreciation (never dismiss/devalue others)*
 - *Listen openly, trying to really hear what other people are saying*
 - *Ask probing - not challenging - questions to further understanding and gain knowledge*
 - *Address process, not personalities*
 - *Use "I" messages (no blame)*
 - *Look for common ground/build consensus*
 - *Each be responsible for the success of the meeting (participate equally)*
 - *Maintain appropriate body language*
-

Capacity Norms

- *Hire sufficiently qualified personnel to meet the needs of the District*
 - *Expand education for the Board and staff*
 - *Expect creative decisionmaking*
 - *Maintain a high level of service and responsiveness by adhering to a policy of updating technology and resources*
 - *Ensure a cooperative and open work and Board meeting environment*
-

Process Norms

- *Be committed to the mission of the District*
- *Monitor and respond to the changing needs of the community*
- *Address and resolve policy issues, and set priorities*
- *Maintain confidentiality (builds trust)*

- *Work toward the future - learning from the past*
-

Communication Norms

- *Request information through the General Manager*
 - *Be respectful of staff time and priorities when requesting information*
 - *Paraphrase for understanding*
 - *Be accurate and brief*
 - *Actively listen*
 - *Not guess if we aren't certain of the answer*
 - *Understand that we will not know every aspect of daily District operations*
-

GROVELAND CSD BOARD MEETING AND DIRECTOR PROTOCOL

Adopted January 8, 2019

PREPARATION FOR BOARD MEETINGS

1) Placing staff generated items on the agenda

- a) The District's General Manager places these items on the draft agenda, and the agenda is reviewed by the GM and Board President for final approval.

2) Placing a Board member item on the agenda

- a) The Board President and GM ultimately decides if the item is appropriate to be placed on the agenda and if so, when. If it is decided that the item is not appropriate to be placed on the agenda, the Director may take the issue up with the full Board wherein the Board by consensus may direct the GM to place the item on a future agenda for discussion.

3) Placing a public item on the agenda

- a) The Board President and GM ultimately decides if the item is appropriate to be placed on the agenda and if so, when. If it is decided that the item is not appropriate to be placed on the agenda, the public member may take the issue up with the full Board in Public Comment wherein the Board by consensus may direct the GM to place the item on a future agenda for discussion.

4) Standard Agenda Action Item Wording

- a) The Board agreed to add a "Discussion and Action Items" section to the agenda with clear wording provided on the anticipated action to be taken by the Board.

5) Structure and order of agenda

- a) The Board agreed to the following:
 - i) Approve the Order of the Agenda
 - ii) Public Comment
 - iii) Information Items/Staff Reports
 - iv) Consent Calendar
 - v) Old Business/Continued Business
 - vi) Discussion and Action Items
 - vii) Adjournment
- b) The Board also agreed to provide for "fixed time" agenda items to allow for items to be considered at a specific time under certain circumstances. The Board recommends that interested members of the public show up at the beginning of

the meeting as the exact time an item will be heard on the agenda cannot be guaranteed.

6) Use of Consent Calendar

- a) The Board agreed to use the Consent Calendar to approve minutes, payables, waive reading of Ordinances and Resolutions except by title and other non-controversial items as determined appropriate for effective meeting time management by the GM and Board President.

7) Board agenda packet content, preparation and distribution

- a) The Board agreed that the goal is to receive the agenda packet by the Friday before the meeting at the latest. The Board would further like to retain receiving the agenda and packet via paper and email copy for the time being with the potential of going fully paperless in the future.

8) Getting questions answered about agenda items prior to meeting

- a) The Board agreed to continue to seek answers to questions from the GM or Board Secretary as appropriate and needed; in advance of Board meetings.

9) Scheduling Board workshops or study sessions

- a) The Board agreed to scheduling special/workshop meetings for items that will garner public interest and/or require broad public input, taking into account best day, time, and location appropriate when scheduling.

10) Agenda items heard in committee prior to placement on agenda

- a) Board agreed that normally agenda items do not need to be reviewed by a committee prior to being placed on a meeting agenda.

11) Detail and content of Board meeting minutes

- a) The Board agreed that the practice of having the District Secretary transcribe portions of the meeting minutes to include a summary of what was said, in addition to the actions taken put the District at risk of liability by permanently maintaining potentially inaccurate and irrelevant information. Preparing summary Minutes further put the Secretary in the position of determining what statements or portions thereof were important and unimportant to include; and to understand and frame the issues from the perspective of the speaker.
 - i) The Board agreed to follow the existing policy and to have the minutes reflect only the actions taken by the Board.

BOARD MEETING CONDUCT

12) Board room layout

- a) The Board agreed to rearrange the Board table to move the president to the middle, in an L shape.

13) Board meeting length

- a) The Board agreed to try and keep the Board meetings to a 3 hour maximum.

14) Board meeting date and time

- a) The Board agreed to change the Board meeting date and time to the second Tuesday of the month at 10:00am.

15) Role of the president

- The Board agreed that the President presides over meetings, works with the GM in establishing the final agenda, and has no more authority than other Directors, beside chairing responsibility/duty.

16) Public Input at Board Meetings and Board expectation of response to public comments

- a) The Board developed the following procedure regarding all public comment:

PUBLIC COMMENT (NON-AGENDA ITEMS)

Three Minutes Per Speaker

- Board President will open Public Comment and explain its purpose
- The Board cannot have discussion or debate with those commenting or asking questions (except for clarification)
- Public Comments that require lengthy discussion or where answers are requested:
 - Simple "Yes or No" type factual answers may be given by the President or General Manager
 - The issue may be referred to Board President and GM to discuss for future agenda
- The Board President will formally close public comment

**The GM may briefly address questions from public comment in the (informational) staff report agenda item later in the meeting

INFORMATIONAL REPORTS

(General Manager, Fire, Operations and Administration)

Provided for transparency purposes; to inform the Board and public with updates on critical projects, timely issues, legislation and other matters not requiring immediate Board action

- Board and Public Comments are taken on Reports at the conclusion of each staff report
- Staff may respond to questions with brief clarification
- No Board discussion or deliberation will be conducted for items discussed in reports
 - Report topics are not specifically listed on the agenda with enough detail for Board discussion

BOARD PRESIDENT STATEMENT PRIOR TO AGENDA ACTION ITEMS

- *The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment will be received on each individual agenda item listed below, prior to Board action.*
- *At the conclusion of a public comment on an agenda item, the President may ask a speaker a question for clarification if necessary, and may ask staff to respond to issues or questions raised. Responses will be polite, respectful, and factual.*
- *If Board members want to respond to public comments or questions on agenda action items, I ask that you wait until after staff has provided the factual responses, and do so in the course of deliberation on the decision.*

ITEMS LISTED ON THE AGENDA

- Board President Introduces the Agenda Item
 - Staff Report is Provided
 - Board President may seek Initial Board Input or Thoughts to Ensure Clarity
 - Board initial deliberation; motion/second
 - Open and Receive Public Comment or questions on the Agenda Item and Motion
 - Board President will Close Public Comment
 - Staff will Provide Answers to Public Questions Raised if Directed by the Board President
 - Board final Deliberation and Vote
-

17)Board member reports during meetings

- a) The Board agreed to potentially amend the Board Policy and agenda format to include a section regarding Board member reports, with the understanding that there will be established time limits and that there shall be no criticism of other Board members or staff members during such reports.

18)Staff reports to the Board at meetings

- a) The Board agreed that brief reports on staff actions and activities was important and should be provided in writing for the Board meeting when possible.

19)Rules of Order of Board meetings

- a) The Board agreed that it will continue to use a flexible rule of order at this time.

20)Tabling agenda items

- a) The Board agreed that Board meetings take much preparation time and time/effort for public attendance. Considering this, the Board will strive to act on all agenda items and try to avoid tabling items if at all possible; but to use when needed as determined by a vote of the Board.

COMMITTEES OF THE BOARD

The Board ultimately decided to eliminate all standing committees until such time as formation was deemed needed and appropriate, and that each committee would have a clear task/goal and time frame at the time of formation. The Board agreed that the following will be determined at the time a committee is formed:

- Role and authority of the committee formed
- Committee procedure - recommendations versus voting
- Preparation and distribution of committee agendas
- Verbal committee reports to the Board in meeting, or (Written) committee meeting report, preparation, dissemination

BOARD MEMBER CONDUCT AND RELATIONS IN WITH COMMUNITY

21) Board would like to potentially create policy regarding the election of Board officers annually.

22) Expectations of Board member representation of the District in public/meetings

- a) The Board agreed that Directors will not make comments that tend to discredit the District or its employees
- b) The Board agreed and possible policy implementation “that Board members make it clear what is *their* personal opinion, and what the opinion of the Board as a whole. It was also agreed that Board member’s will make statements that although they may not have voted a particular way on an issue, that they support the Board’s decision.

23) Communication with the media – contact person/training

- a) The Board agreed that this communication will be left as sole responsibility of the GM, and that Board members may only confirm facts or statements they made are accurate. Possible policy creation in the future if needed.

24) Board member attendance at local functions and other agency meetings

- a) The Board agreed that there was no concern with Board member attendance and participation, knowing that they must state that they are attending as a non-Board member, unless approved otherwise by the Board.

25) Board member attendance of industry conferences

- a) The Board agreed to strongly encourage Board member attendance to include the CSDA Leadership Academy and Annual Conference, with a goal of sending 1 to 2 directors annually.

26) Board training expectations

- a) The Board agreed that Ethics and Harassment training are mandatory and must be kept current, and that attendance at industry training and conferences is encouraged and supported. The District will budget for Director attendance at

training functions.

27) District recognition for good governance

- a) The Board agreed that it would like to achieve the CSDA District of Distinction Designation and Transparency Certifications

COMMUNICATION EXPECTATIONS

28) Management and content of district website

- a) The Board agreed that it would like to see more frequent updates to add new relevant items and to remove older non-relevant items.

29) Information to public related to budgets, policies, projects

- a) The Board requested that such current information be available on the website with simple descriptions and links for more information

30) How much does the Board want to know and how should it be distributed?

- a) Legislation
 - i) Through signing up on CSDA or in a GM report if needed
- b) Other Board member requests for info
 - i) The Board would like to be provided information that is requested and provided to an individual director
- c) Awards, certifications, accomplishments, cost savings, start and end of projects, milestones, etc
 - i) To be presented in reports at Board meetings

31) How ideas are brought up

- a) Ideas are to be presented to the General Manager, who can present them in meeting reports as appropriate

32) Handling complaints or comments from the public outside of meetings

- a) The Board agreed that public complaints or concerns should be routed through the GM, who will bring to the Board as needed.

33) Handling complaints from staff

- a) The Board agreed these would be handled by the GM or through the use of outside consultants if related to the GM.

34) Individual director requests for action during meeting - Clear direction to staff

- a) The Board agreed that it would clarify the request and seek consensus of the Board prior to providing the GM direction

35) GM to Board communication

- a) The Board agreed that meeting reports and agenda items should be adequate

communication from the GM to the Board. The GM may generate memos or emails to communicate items of critical, immediate importance to the Board, with the understanding that there shall be no Board reply unless at a meeting

36) Board member to staff communication outside of meetings

- a) The Board acknowledged that direct communication with staff members below the GM can be misconstrued, but is certainly not prohibited

37) Arranging and conducting Board member site visits

- a) The Board agreed that site visits are a beneficial component of the orientation process and should be arranged by the GM for each new director or directors. Site visits by individual Board members are to be coordinated through the GM.

38) Document management, confidential

- a) The Board agreed that it would return all confidential documentation to the GM or Board Secretary for handling. The Board further agreed that no confidential information will ever be disclosed in any manner.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 8th day of January, 2019, and was passed by the following vote:

AYES:

NOES:

ABSTENTIONS:

Janice Kwiatkowski, President

ATTEST: _____
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 8, 2019.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: January 8, 2019

ITEM SUBMITTED BY: Peter J. Kampa, General Manager

SUBMITTAL PREPARED BY: Peter J. Kampa, General Manager

AGENDA ITEM: Overview of the District's Responsibility for Involvement in the Tuolumne County Development Review and Permitting Processes, California Environmental Quality Act (CEQA) Requirements, and Potential Initial Board Direction Regarding the Provision of Services to the Proposed Terra Vi Lodge (Hardin Flat, LLC) Site Development Permit Application 18-003

7A

RECOMMENDED ACTION

"I move to direct staff to engage in the development review process; require the evaluation of impacts to District services by an independent qualified consultant, completed as part of the Site Development Application review process."

BACKGROUND

The County of Tuolumne has received an application for development of a resort project near Hwy 120 and Sawmill Mountain Rd. As is required by the county ordinance code and state law, the county is circulating the general description of the proposed project to interested agencies and project neighbors, to determine who is interested in being notified of the release of environmental documents and associated hearings. This project is located far outside our CSD boundaries, but would by default receive emergency response services from the District Fire Department through our Automatic Aid agreement.

The County will now determine the level of environmental review to be completed, which will most likely be an Environmental Impact Report (EIR) for this project. Depending on a number of factors, the EIR process can take between six months and two years. Once the EIR is completed and certified by the County, the developer can receive an entitlement to construct the project. The project is not yet designed and will not be until the environmental review is further along.

We have responded to the attached county notice, requesting to be informed in the development review process. District management is most curious and concerned with how the County and its consultant(s) will evaluate impacts to our fire protection, suppression and emergency response services. In most cases of projects in rural areas, no impact will be assumed to fire services due to the type of construction planned, and the fact that the fire department is within a reasonable response area/time.

However, due to the fact that each and every response to the project would be funded by the GCSO taxpayers, and the current department budget deficit, management simply cannot support an increase in responses out of District for a project such as this without some form of financial mitigation. Management recommends that the Board support the following:

1. Direct management staff to engage in the development review process in advance of the EIR preparation to convey the District's concern with impacts to fire and emergency services
2. Require the completion of a qualified service impact study as part of the project review process. The impact study will identify mitigation actions to reduce the impact of the project on the District services
3. The relevant sections of the environmental document will be presented to the Board of Directors for review and consideration, once prepared

ATTACHMENTS

- County project notice and interest form, project maps

FINANCIAL IMPACTS

No significant financial impacts are associated with the project review at this time.



COMMUNITY RESOURCES AGENCY

DAVID GONZALVES, CBO
Director

Administration - Building - County Surveyor - Engineering - Environmental Health - Fleet Services - GIS - Housing - Planning - Roads - Solid Waste

Date: December 10, 2018
To: Interested Stakeholder
From: Tuolumne County Community Resources Agency
RE: Hardin Flat LLC/Hansji Corporation Site Development Permit SDP18-003
Assessor's Parcel Numbers: 068-120-060 and 068-120-061

RECEIVED

BY:

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5630
(209) 536-1622 (Fleet)
(209) 533-5616 (fax)
(209) 533-5909 (fax - EHD)
(209) 588-9064 (fax - Fleet)
(209) 533-5698 (fax - Roads)
www.tuolumnecounty.ca.gov

The Community Resources Agency thanks you for your participation in the land development process in Tuolumne County. We value your comments and look forward to your continued participation in our planning process. This process provides information on your requirements and concerns to the applicant early in the review process. Involvement on your part can eliminate or minimize problems that could arise later.

We have received an application from Hardin Flat LLC/Hansji Corporation for Site Development Permit SDP18-003 to allow the development of Terra Vi Lodge, a master planned lodging development to include one hundred and forty (140) guest rooms, twenty five (25) 4-bedroom cabins, a market, a lodge, event space, and other support buildings. The project site consists of two parcels totaling 63.38± acres. The parcels are zoned C-K (Commercial Recreation) and O (Open Space) under Title 17 of the Tuolumne County Ordinance Code.

The project site is located at the northeast corner of the intersection of Sawmill Mountain Road and State Highway 120. The property is located on both sides of Sawmill Mountain Road (see attached map). A portion of Section 26, Township 1 South, Range 18 East. Supervisorial District 4.

Access: Sawmill Mountain Road Cul-de-Sac: No

Sewage Disposal Method: Private Sewage Disposal System (100% redundancy)

Water Source: Private Wells (two) Fire Hazard Rating: Very High

Additional Information:

1. Application materials and project maps are available at the Tuolumne County Planning Division website: <https://www.tuolumnecounty.ca.gov/1158/Terra-Vi-Lodge-Yosemite>
2. The project is comprised of various single, two- and three-story elements beginning at the northwest entrance of Sawmill Mountain Road and continuing northeast. The project will incorporate a LEED equivalent building program which will include Green building materials such as energy efficient windows, skylights, doors, insulation, roofing, lighting, plumbing, heating and cooling equipment, creating a comprehensive energy-efficient building infrastructure and envelope. Solar power panels will be constructed on the roofs of the buildings.
3. Increased building separation, low building heights, high performance fire extinguishing and alarm systems, surplus water storage, complete perimeter fire-fighting accessibility and a community emergency helicopter landing zone have been included in the proposed project to address wildfire issues.
4. Improvements to the intersection of Highway 120 and Sawmill Mountain Road are

expected with the proposed project, and exact improvement requirements will be determined during the environmental review of the project.

5. Open Space zoning is located in the eastern portion of the project site, and adjacent to Highway 120. No disturbance of the Open Space is proposed with this project.
6. The Fire Resource and Assessment Program (FRAP) maps indicate that the habitat types found on the project site are Sierran mixed conifer (smc), montane hardwood conifer (mhc), and ponderosa pine (ppn), however much of the project site was impacted by the 2013 Rim Fire.

In accordance with Section 15063(g) and 15044 of the "State EIR Guidelines" as adopted by Tuolumne County, we are offering you the opportunity to comment this project. Please complete the following and return no later than **December 28, 2018**.

Staff Contact: Quincy Yaley, Assistant Director, Development
(209) 533-5633
qyaley@co.tuolumne.ca.us

AGENCY: Groveland Community Services District (GCSD)


COMMENTS: GCSD is responsible for fire protection, suppression, and emergency response Services within the boundaries of the CSD, and in areas surrounding under automatic aid agreements. The proposed project will require a much higher level of service than currently provided by the CSD to this location, which could produce a need for mitigation to avoid service impacts. The EIR will need a fire services impact study.

PROPERTY OWNERS: All property owners within 2,000 feet of the proposed project will be notified of future public hearings. Due to the nature of the project, this has been expanded beyond the typically required 1,000 foot notification requirement in Ordinance Code. Property owners within 2,000 do not need to request future notification.

AGENCIES/ORGANIZATIONS ONLY: Please indicate below if you wish to be notified of public hearings scheduled for this project or if you wish to receive notification of the availability of the environmental document prepared for this project. If you do not indicate your preference, we will assume you do not want notification of the hearings or the environmental document.

Public Hearing Notification Yes No

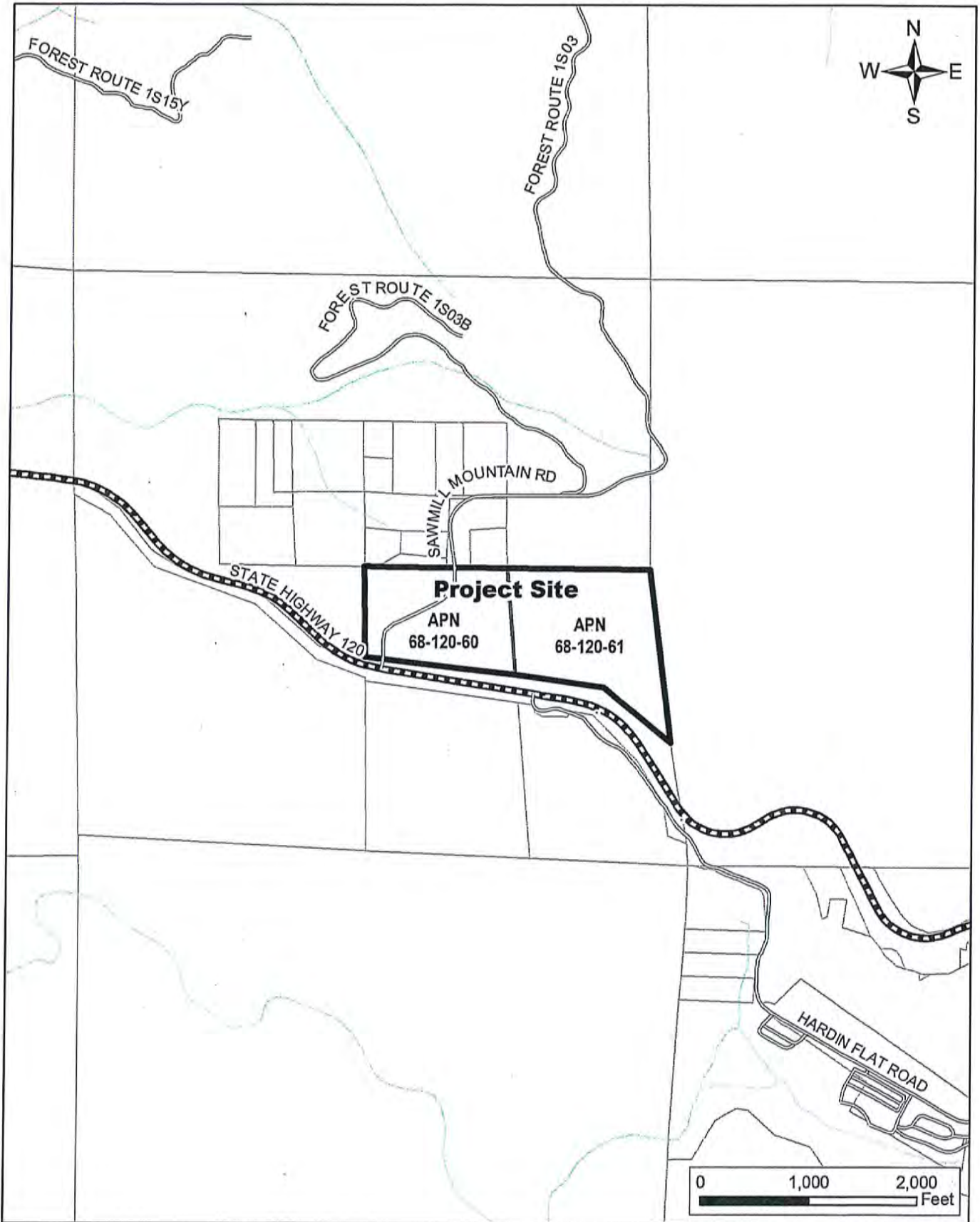
Notification of availability of the environmental document Yes No

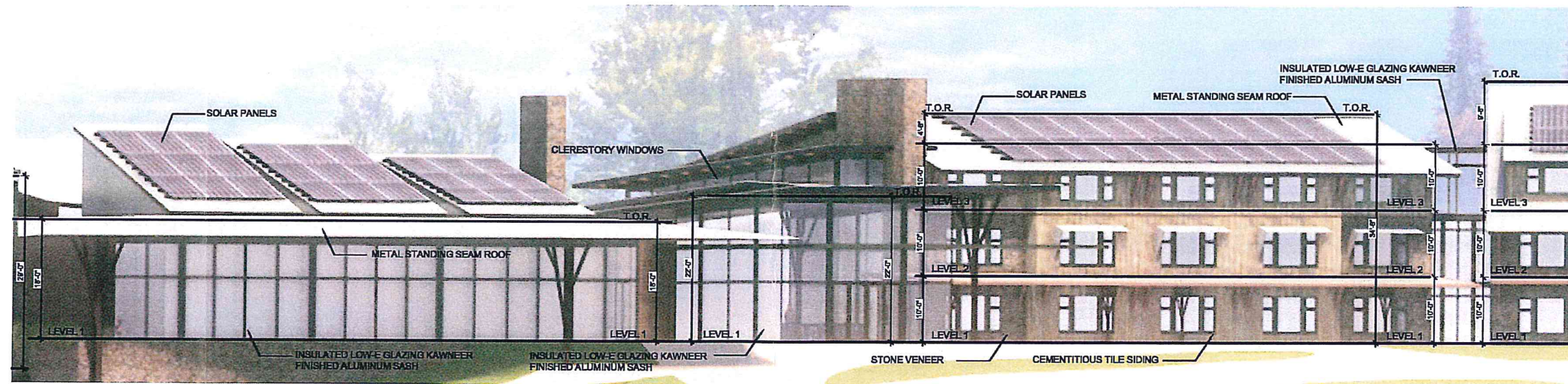
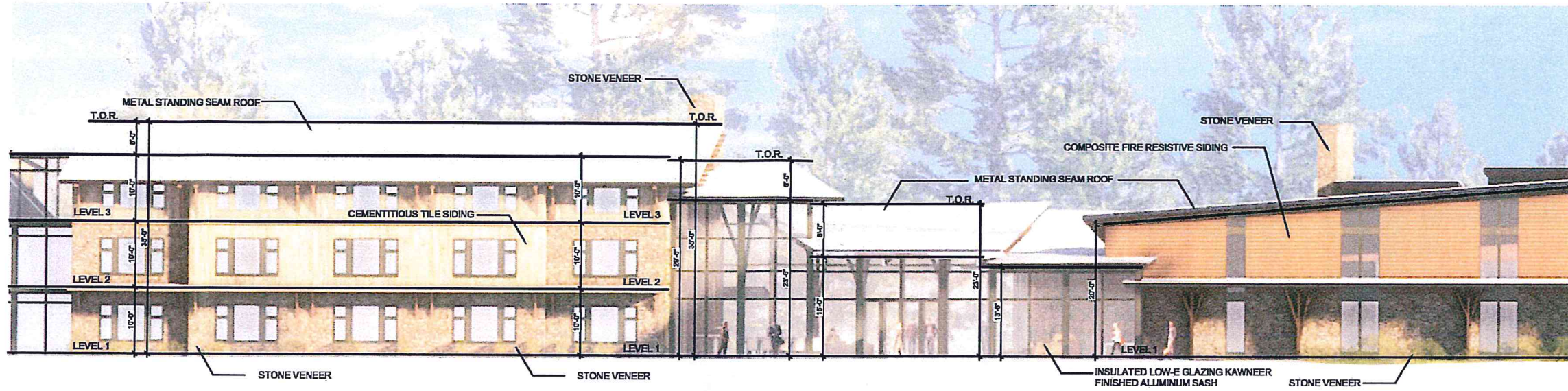
Signed by: 

Agency: Groveland Community Services District

December 21, 2018

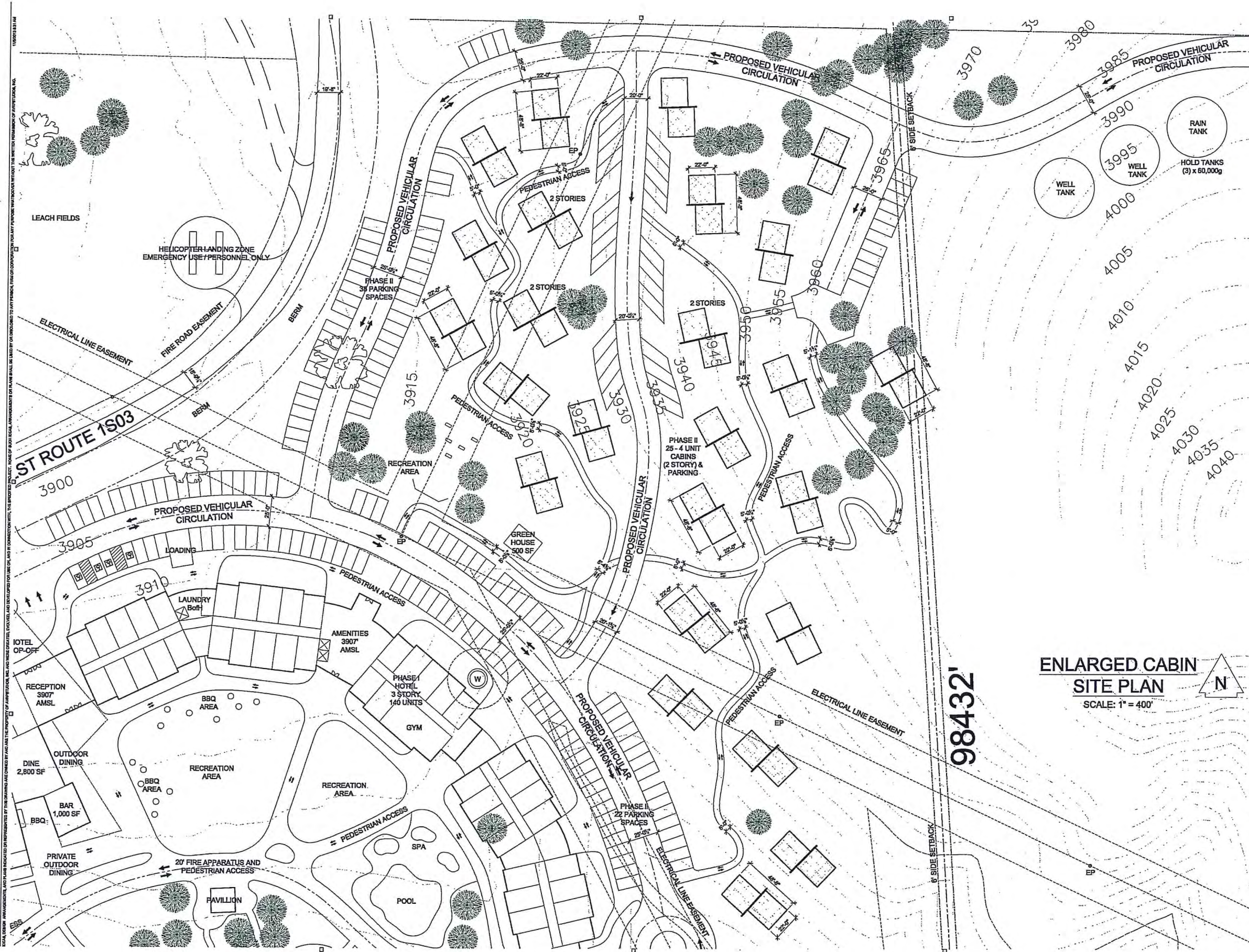
Date: _____





ELEVATION

A2.02



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F 619.704.2659
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STAMP:

CONSULTANT:

PROJECT NAME:



**Terra Vi Lodge
Yosemite
Yosemite, CA 95321**

**ENLARGED CABIN
SITE PLAN**
SCALE: 1" = 400'



ISSUE DATES: DESCRIPTION: DATE:
SUBMITTAL 1 11.18.2018

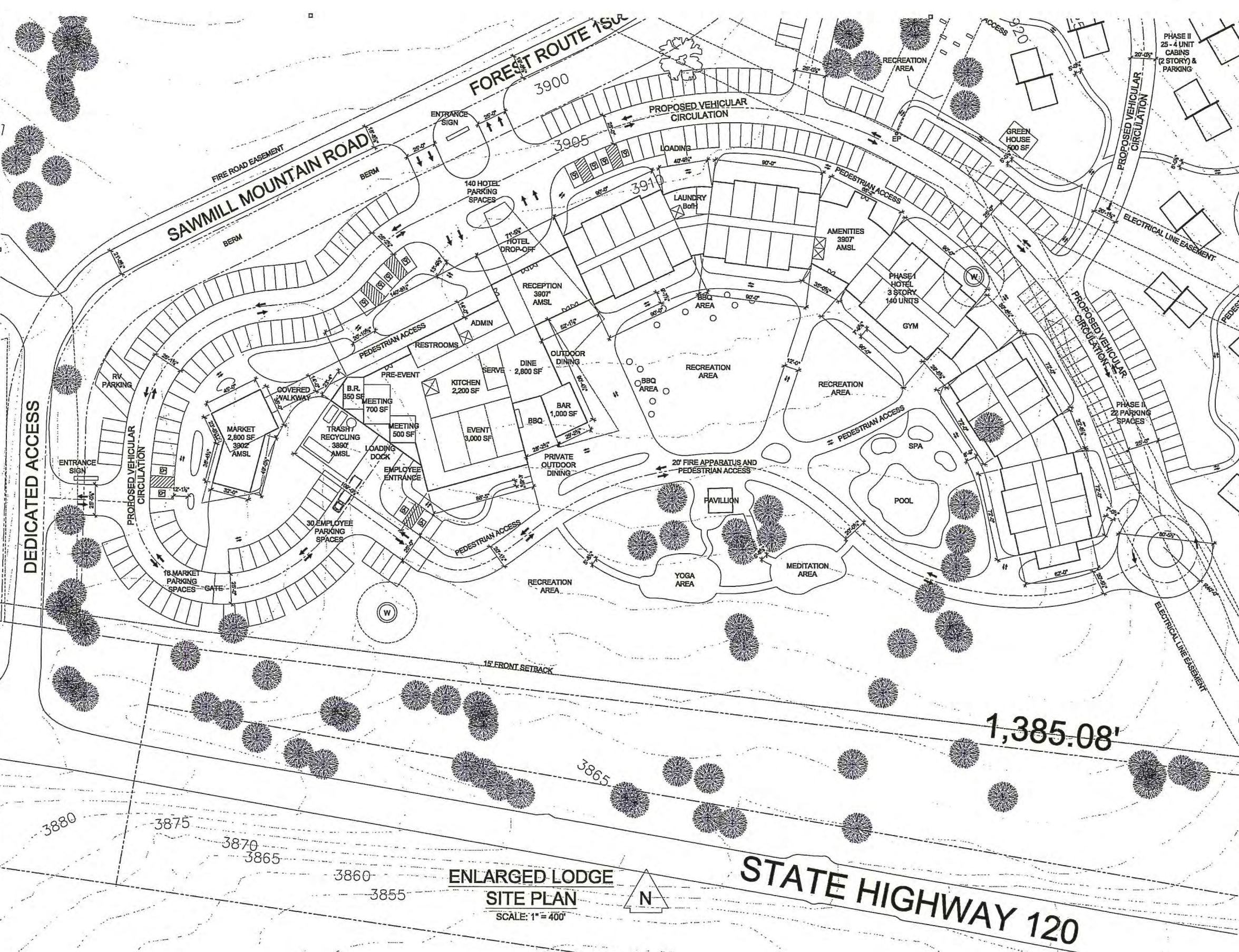
PROJECT NO. 18040.00
AGENCY: 03000.00
DRAWN BY: AS
CHECKED BY: JC
SHEET TITLE:
ENLARGED CABIN
SITE PLAN

SHEET NUMBER:

T0.05

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**Terra Vi Lodge
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Yosemite, CA 95321**

ISSUE DATES: DESCRIPTION: DATE:
SUBMITTAL 1 11.18.2018

PROJECT NO. 18040.00
AVRP STUDIO: 00000.00
DRAWN BY: JCS
CHECKED BY: JCS
SHEET TITLE:

ENLARGED LODGE
SITE PLAN

SHEET NUMBER:

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**ENLARGED LODGE
SITE PLAN**
SCALE: 1" = 400'



STATE HIGHWAY 120

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Yosemite, CA 95321

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SUBMITTAL 1 11.18.2016

PROJECT NO. 18040.00
AVRPSTUDIOS: 00000.00
AGENCY #: AS
DRAWN BY: JX
CHECKED BY: JX
SHEET TITLE:
AERIAL PERSPECTIVE

SHEET NUMBER:

T0.01



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: January 8, 2019

ITEM SUBMITTED BY: Jennifer Flores, Office Manager

SUBMITTAL PREPARED BY: Jennifer Flores, Office Manager

AGENDA ITEM: Adoption of Resolution Amending the District's Leak
7B Adjustment Policy

RECOMMENDED ACTION

Adopt Resolution Amending the District's Leak Adjustment Policy

BACKGROUND

The District revised its Leak Adjustment Policy in April 2017 during the extreme drought conditions that were being experienced statewide. The policy was amended significantly to only allow "...leaks deemed undetectable and not considered a household maintenance responsibility..." to qualify for an adjustment. What this ultimately means is that only leaks that occur to the private lateral line from the meter to the house underground qualify for adjustment.

The District on average receives 7-10 requests for leak adjustments per month from customers who have experienced accidental water loss as a result of an indoor plumbing failure. The District has had to deny the majority of requests received since the revised policy was adopted. This in many cases has resulted in the customer experiencing significant financial hardship and disdain towards the District.

District staff would like the Board to consider amending the District's Leak Adjustment Policy to allow for accidental water loss due to an indoor plumbing failure to qualify for an adjustment per the proposed policy attached.

ATTACHMENTS

1. Revised Leak Adjustment Policy
2. Resolution Amending Leak Adjustment Policy

FINANCIAL IMPACTS

The District would no longer receive the higher revenue for gallons charged that are adjusted.

Proposed Leak Adjustment Policy

106.14 Water & Sewer Account Leak Adjustment Requests

The General Manager and/or their designee, is authorized to adjust a customer's water or sewer service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or other failures in the property's indoor plumbing system, subject to the following conditions:

- A. The account shows no record of being delinquent for more than 60 days during the past 24 months
- B. One (1) adjustment will be granted within a 24 month period
- C. The customer certifies in writing that the problem causing the usage could not have been foreseen, is not related to negligence in property maintenance and has been repaired and/or resolved within fourteen (14) calendar days of being notified or when the leak was discovered
- D. Leak adjustments must be applied for in writing within 30 days of receipt of billing
- E. No leak adjustments will be granted for loss of water due to irrigation failures
- F. No leak adjustments will be granted for properties operated or used as vacation rentals
- G. No leak adjustments will be granted during District declared drought status
- H. Upon approval of the adjustment, the District will bill each gallon of water used in excess of the normal water consumption on the property, calculated based on the same billing period from the prior year, at the District's Base Usage Rate.

Existing Leak Adjustment Policy

~~106.14 Water & Sewer Account Leak Adjustment Requests~~

~~The General Manager, or the Office Manager in his/her absence, is authorized to adjust a customer's water or sewer service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or other failures in the property's plumbing system, subject to the following conditions:~~

- ~~A. The customer account shows no record of being delinquent for more than 60 days during the past 24 months.~~
- ~~B. One (1) leak adjustment will be granted within a 24 month period and may not span more than one billing cycle.~~
- ~~C. No adjustment for an irrigation leak will be given (any leaks associated with irrigation systems are not eligible).~~
- ~~D. Immediate steps were taken, after detection of the leak, to prevent further loss of water AND customer must have repaired the leak within 14 days of being notified or when the leak was discovered.~~
- ~~E. Leak must be deemed undetectable by the homeowner; no adjustment will be granted for internal plumbing leaks which should be considered a household maintenance responsibility; and/or eligible for insurance payment.~~
- ~~F. Hoses or faucets left on by customer are not eligible for adjustments.~~
- ~~G. Leak adjustments must be applied for in writing within 30 days of receipt of billing.~~

- ~~H. Proof of the repair must be provided (receipts for any materials or services related to that repair). Only leaks in excess of three times the owner's last year consumption for the same read period will be considered for adjustment.~~
- ~~I. All gallons in excess will be rebilled at the District's Baseline Usage Rate and be due and payable upon the next billing cycle.~~
- ~~J. No leak adjustments will be granted during District declared drought status.~~
- ~~K. No leak adjustments will be granted during the District's operation of its Alternative Water Supply (AWS).~~

RESOLUTION NUMBER 2019-01

**A RESOLUTION OF THE GROVELAND COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT'S LEAK ADJUSTMENT POLICY**

WHEREAS, the District desires to amend its Leak Adjustment Policy, under which customers of the District who have experienced large accidental losses of water, may apply for an adjustment to their bill.

NOW, THEREFORE, BE IT RESOLVED that GROVELAND COMMUNITY SERVICES DISTRICT hereby amends its Leak Adjustment Policy and is outlined as follows:

The General Manager and/or their designee, is authorized to adjust a customer's water or sewer service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or other failures in the property's indoor plumbing system, subject to the following conditions:

- A. The account shows no record of being delinquent for more than 60 days during the past 24 months
- B. One (1) adjustment will be granted within a 24 month period
- C. The customer certifies in writing that the problem causing the usage could not have been foreseen, is not related to negligence in property maintenance and has been repaired and/or resolved within fourteen (14) calendar days of being notified or when the leak was discovered
- D. Leak adjustments must be applied for in writing within 30 days of receipt of billing
- E. No leak adjustments will be granted for loss of water due to irrigation failures
- F. No leak adjustments will be granted for properties operated or used as vacation rentals
- G. No leak adjustments will be granted during District declared drought status
- H. Upon approval of the adjustment, the District will bill each gallon of water used in excess of the normal water consumption on the property, calculated based on the same billing period from the prior year, at the District's Base Usage Rate.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 8th day of January, 2019, and was passed by the following vote:

AYES:

NOES:

ABSTENTIONS:

Janice Kwiatkowski, President

ATTEST: _____
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 8, 2019.

DATED: _____



BOARD MEETING AGENDA SUBMITTAL

MEETING DATE: January 8, 2019

ITEM SUBMITTED BY: Peter Kampa, General Manager

SUBMITTAL PREPARED BY: Peter Kampa, General Manager

AGENDA ITEM: Adoption of a Resolution Approving an Updated Sewer System Management Plan (SSMP) in Accordance with the State Water Resources Control Board (SWRCB), Order No. 2006-0003
7C

RECOMMENDED ACTION

Adopt Resolution Approving an Updated Sewer System Management Plan (SSMP)

BACKGROUND

The District is required by State Water Resources Control Board (SWRCB), Order No. 2006-0003 to adopt a Sewer System Management Plan (SSMP), and to update that plan as needed; at minimum on a five-year basis. The action to be considered by the Board is the approval of the updated SSMP, dated December 2018. A draft implementation cost estimate is attached as Table 1.

The SSMP is a very important management plan for the District, as it establishes goals and requirements intended to reduce and eliminate sanitary sewer overflows (SSO). As the Board is undoubtedly aware, SSOs can be extremely expensive for the District in terms of state issued fines, cleanup costs, potential lawsuits and damage to waterways; not to mention the associated loss of public confidence.

Implementation of the SSMP can be very costly in terms of the staff effort required, inspection and cleaning contractors, infrastructure repair and replacement costs, and the administrative effort to develop and implement the mandatory communication and Fats, Oil and Grease (FOG) programs. The elements of the SSMP must be given the highest priority for their success; and failure to adequately implement the plan can exacerbate any related regulatory actions related to SSOs. To implement the plan, there will be diligent pursuit by all levels of management for adequate District staffing, training, and performance management capabilities.

Some aspects of the Plan are at the discretion of the District, and some are not. For example, the state regulations do not prescribe exactly how many staff or how much maintenance and inspections need to be done. Their directive is simple; implement an SSMP that contains elements that eliminate SSO. The plan contains the specific practices and procedures developed and recommended by District management under advice of its District Engineer, to accomplish this. The Board can direct the reduction of the plan's efforts and budget to save cost, but management's professional recommendation is that doing so will reduce the risk of SSO to a less than acceptable level.

(NOTE FOR 1-8-19 BOARD MEETING)

Unfortunately, holiday schedules plus numerous management revisions to the SSMP since the first of the year, have caused a delay in delivery of the draft SSMP to the Board in time for this meeting. Due to the complexity of this plan and its related implications on the operation, we believe it important to review and discuss this agenda submittal and estimated implementation budget, and receive initial Board input so that the approval resolution may be placed on the next meeting agenda.

ATTACHMENTS

1. Draft Updated Sewer System Management Plan
2. Resolution Approving the updated SSMP
3. Implementation Budget Estimate, Table 1

FINANCIAL IMPACTS

Full implementation of the SSMP will result in an estimated increased expenses of \$103,000 in 2019 and approximately \$50,000 annually thereafter.

**TABLE 1
GCSD 2018 SSMP Update Implementation Budget**

Item	Estimated One-time 2019 Costs	Estimated Annual Cost	Total Costs	Notes
Update of system design standards	\$ 5,000	\$ 1,000	\$ 5,000	Initial cost of Engineering drafting, annual future cost of updates
Maintenance software purchase and population	\$ 20,000	\$ 5,000	\$ 25,000	Contracted cost, maintains all assets in database, produces reports for management and board; annual software subscription cost
Update and Digitize system maps	\$ 25,000	\$ 6,000	\$ 31,000	Engineering effort to update maps, GPS work, contract with GIS specialist to develop digital files and web-based GIS site; annual subscription and system update costs
Increased contracted cleaning and inspection		\$ 10,000	\$ 10,000	Currently budget \$55,000 per year, this increase to \$65,000 total to clean manholes and lift stations for which our equipment is inadequate
Inflow and Infiltration (I&I) inspections, flow monitoring and improvements		\$ 10,000	\$ 10,000	Estimate two employees, 5% each
FOG program development and implementation	\$ 3,000	\$ 3,100	\$ 6,100	Grease trap/interceptor inspection and documentation, mapping of trouble areas, source identification, outreach material development, FOG disposal options. Estimate 2% of Admin Tech time and 1% of Ops Manager
Recordkeeping		\$ 1,600	\$ 1,600	Assume 2% Admin Tech time for maintaining documents specific to employee training, safety training, bi-annual audit, board approvals, spill report documentation and related actions
Communication Plan Development and Implementation	\$ 1,000	\$ 800	\$ 1,800	Assume 1% Admin Tech time
Administration and enforcement		\$ 3,000	\$ 3,000	Program performance measurement development, monitoring and measurement, issuing permits and pursuing enforcement actions. Assume 2% of Admin Services Manager time (project and program contract administration, training, direction and supervision)
Private Sewer lateral program implementation		\$ 9,500	\$ 9,500	Assumes 5% of Admin Tech time (Establish files and procedures, process inspection documents, customer notification and improvement coordination/documentation) plus 5% of Lead C&D op time
TOTALS	\$ 54,000	\$ 50,000	\$ 103,000	

GROVELAND COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GROVELAND COMMUNITY SERVICES DISTRICT
APPROVING AND ADOPTING THE UPDATED 2018 SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies; and

WHEREAS, the WDR requires the Groveland Community Services District (District) to develop a Sewer System Management Plan (SSMP) for its wastewater collection and transmission systems; and

WHEREAS, the SSMP was approved by the District's Board of Directors on _____: and

WHEREAS, the SSMP must be updated and approved by the District's Board of Directors every five years.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Groveland Community Services District, as follows:

The 2018 Update of the GCSD Sewer System Management Plan is hereby adopted and approved, and the General Manager is directed to administer its implementation effective immediately.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 8th day of January, 2019, and was passed by the following vote:

AYES:

NOES:

ABSTENTIONS:

Janice Kwiatkowski, President

ATTEST: _____
Jennifer L. Flores, Board Secretary

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 8, 2019.

DATED: _____

MEETING DATE: January 8, 2019

ITEM SUBMITTED BY: Peter J. Kampa, General Manager

SUBMITTAL PREPARED BY: Peter J. Kampa, General Manager

AGENDA ITEM: Approval of a Revised and Updated District Organizational Chart
7E to Reflect the Appropriate Existing and Recommended Future
Position Classifications

RECOMMENDED ACTION

“I Move to Approve the Revised and Updated District Organizational Chart as Presented.”

BACKGROUND

The Board has requested that management determine if the District is adequately staffed to comply with legal, financial and administrative requirements, state permits, and to provide reliable, high quality services, provide a safe work environment and maintain the systems, facilities and records in accordance with laws and industry standards. In addition, the approved Management Objectives state the following:

Board Member Objectives -Personnel

1. Review District staffing and compensation policies and propose changes to improve employee recruitment, development, retention and cross-training
2. Evaluate the organizational structure to ensure that we are adequately staffed for our size and services; and responsibilities are appropriately assigned to accomplish the priorities of the District

Management Evaluation

Management has determined that although we continue to operate legally, safely and in compliance with regulatory requirements and permits at this time; this pace cannot be sustained for a variety of reasons detailed further herein. There are important administrative and operational functions that can be significantly improved and made more efficient and less costly for the long term through proper alignment of current positions and responsibilities, duties, establishment and measure of performance measures. Also, as currently structured, we have a high probability of losing very high quality current employees and do not have the position classification to reflect the work necessary to be completed.

Management has reviewed the recent history of staffing, position classifications and changes thereto; as well as changes in laws, regulatory requirements, standards, infrastructure condition and improvements. Included herein as Figure 1 are the 2009 and 2018 Organizational Charts for comparison. We have determined the following impacts over the past 10 years:

1. Reductions in operations staffing have resulted in reduced routine and

preventative maintenance. Currently preventative maintenance ranges from very little to none for the many hundreds of fire hydrants, street valves, air relief valves, blow off valves, pressure regulating and control valves. The reduced maintenance will result in premature failure of the infrastructure and increased system unreliability.

2. Elimination of supervisory positions in operations has reduced the ability of mid-management to have a positive leadership influence, setting and measuring of tasks and work performance standards, training capabilities, and promotional opportunities.
3. Assignment to the O&M Manager of a high level of personnel leadership/management, full infrastructure project management, planning, safety training, personnel development, permit compliance, reporting and administrative responsibilities has created a significant variance between the current classification/pay for the position and the level of expected/necessary performance.
4. The elimination of the Admin/Finance Manager position has resulted in all technical administrative and financial management functions being reassigned to the then current Board Secretary, which was ultimately transitioned to an Office Manager position; created as a lower level title/pay. Over the period of years, out of necessity, this position has assumed all Admin/Finance Manager responsibilities without the change in classification.
5. Assignment to the Office Manager/Board Secretary a high level of personnel leadership/management, full accounting/financial systems management, planning, training, personnel development, accounting standard and legal compliance, reporting and other administrative responsibilities has created a significant variance between the current classification/pay for the position and the level of expected/necessary performance.
6. The elimination of the Admin/Finance Manager position has resulted in technical accounting functions being reassigned to the Finance Clerk position, which was created with a lower level title/pay but the level of responsibility of an accountant position.
7. Elimination of two administrative office positions has resulted in increased accounting, customer account management, records management and Board Secretary related functions being assigned to the Office Clerk position.

We have been functioning in this mode; at Red-line with employees performing fantastically outside their job classifications, for nearly the past decade. Based on management's decades of experience, and for the efficient and effective long-term management of the District, it is strongly recommended that the positions shown in the attached Organizational Chart be reclassified to include the required job functions currently being performed, and a mid level operations supervisor position be re-established to ensure long term efficiency and productivity.

Compensation Study

The District has recently commissioned the preparation of an evaluation of the salary and benefits paid by similar districts, with the objective to determine mean salary and level of benefits provided. There are two main factors to ensure an "apples to apples" comparison when evaluating compensation:

1. The selection of appropriate “Comparator Agencies”. We cannot possibly evaluate the salary and benefits of every agency in the state, and if we could, the data from the largest districts such as those with hundreds of staff and very large customer bases, would not be a similar comparison with GCSD. We therefore went through an exercise to identify similarly sized and types of Districts where the job knowledge, skills, experience and qualifications would be similar to the positions of GCSD.
2. The selection of appropriate position classifications to evaluate. GCSD is a small special district, but must comply with all of the same legal, accounting, administrative, regulatory, permit, water quality and related requirements as the largest districts in the state. There is **no forgiveness** by the state or courts for GCSD because of size, number of employees, budget constraints or community income or other factors if we do not provide adequate financial controls and accounting, comply with our water or wastewater treatment or sewage handling requirements. Considering this, above all else, we must have the right personnel performing the right duties.

The Board approved the proposed list of comparator agencies proposed by our consultant, Koff and Associates. Unfortunately, as described above, our current position classifications do not reflect the correct body of work being performed, and necessary for effective District operation and administration. This agenda item is intended to align the correct position classifications with those currently in place. The recommended Organizational Chart, attached hereto as Figure 2, proposes a reclassification of the following positions:

- Office Manager/Board Secretary to Administrative Services Manager
- Finance Clerk to Accountant
- Office Clerk to Administrative Services Technician I
- Operations and Maintenance Manager to Operations Manager
- Reestablishment of the Operations Supervisor position

Information on modified and additional duties for each of the positions above is included in Table 1. Please note that this discussion has nothing to do with the performance of existing personnel, and discussion of this item cannot extend into the qualifications or performance of the existing employees performing outside their job classification. This discussion and decision is 100% about the positions and responsibilities needed for the success of the district going forward.

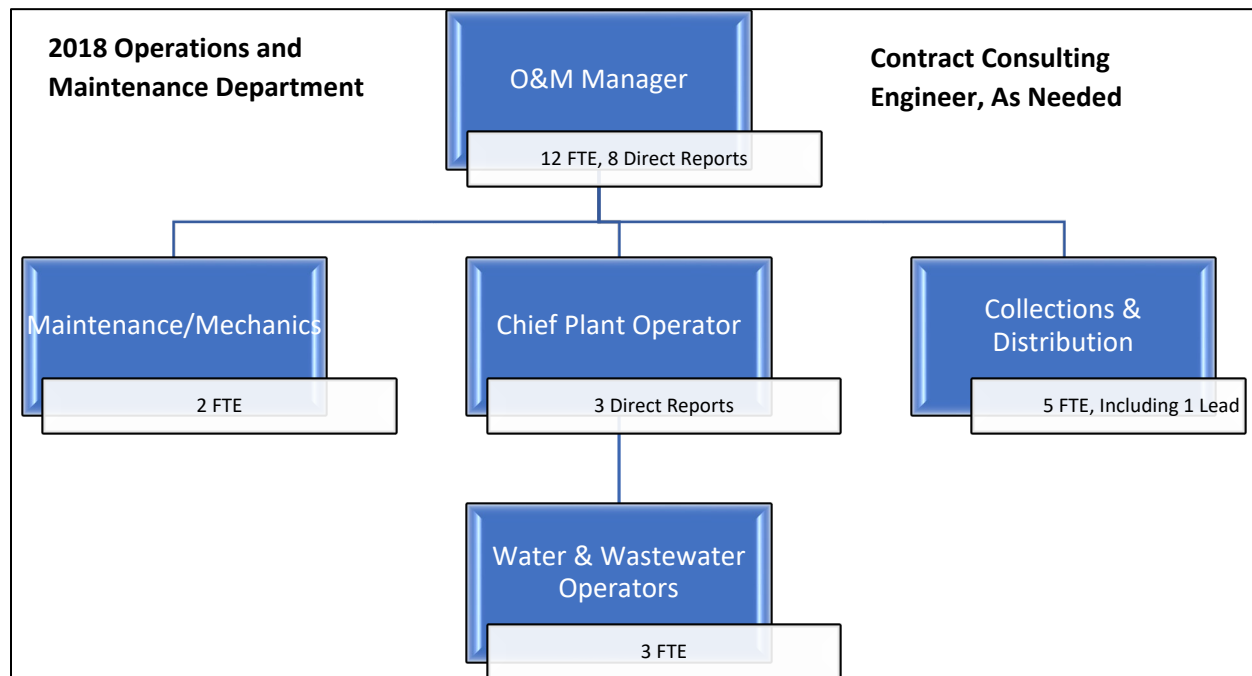
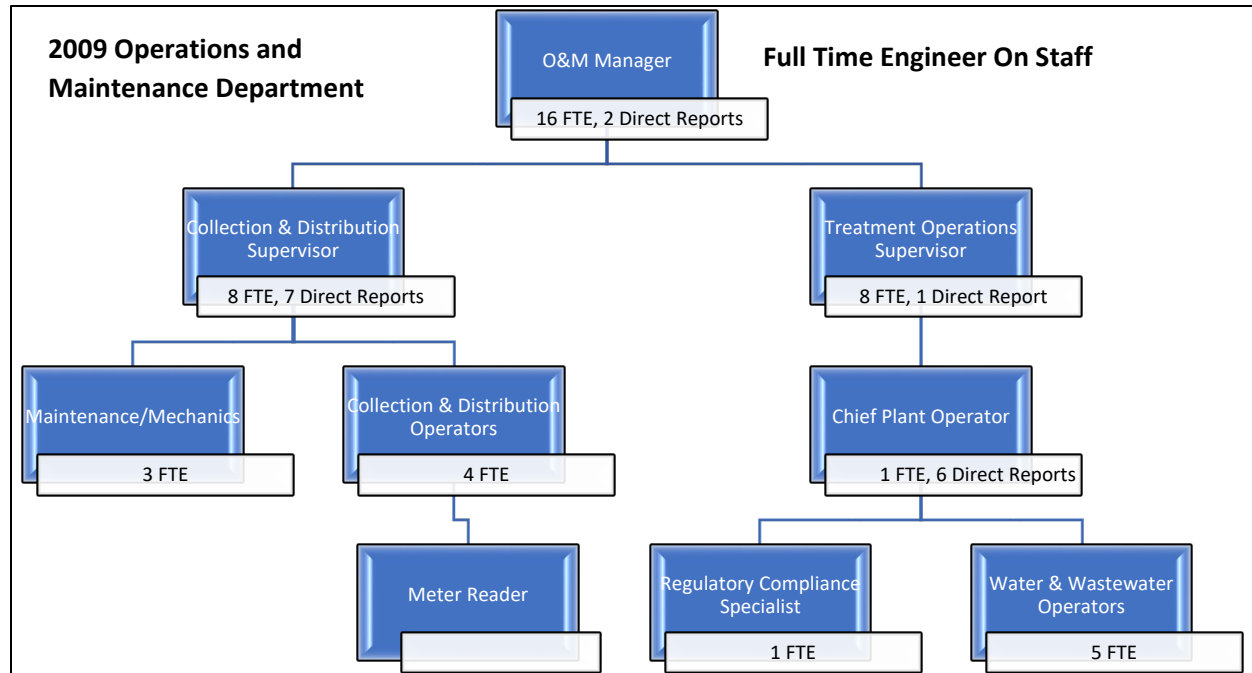
ATTACHMENTS

- Figure 1 – Historical Changes in Organizational Chart
- Figure 2 – Recommended Organizational Chart
- Table 1 – Revised position responsibilities

FINANCIAL IMPACTS

Evaluation of financial impacts of the loss and replacement of mid management staff, or expense associated with any recommended salary adjustments is not possible at this time

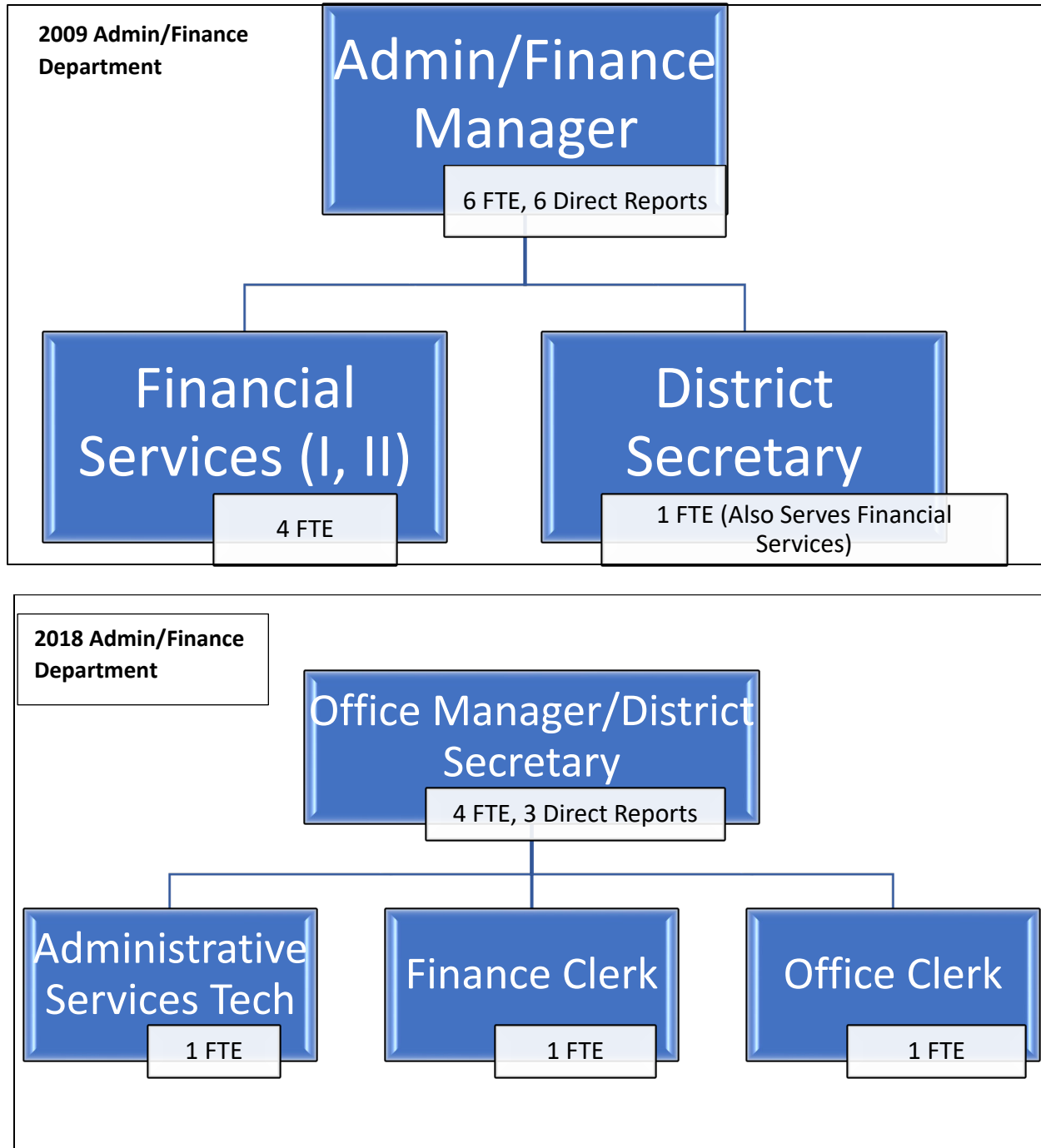
FIGURE 1 - GCSD OPERATIONS DEPARTMENT ORGANIZATIONAL CHANGES 2009 - 2018



Major Changes:

- Headcount reduced by 4 FTE
- Eliminated Treatment Supervisor and Collection/Distribution Supervisor Positions
- Eliminated direct onsite engineering support, reassigned project management and all department administrative functions to Operations Manager
- Major increases in state regulatory requirements (SMPP) and system maintenance due to age
- Quadrupled employees directly reporting to the O&M manager to 8

**FIGURE 1 - GCSD ADMINISTRATION DEPARTMENT
ORGANIZATIONAL CHANGES 2009 - 2018**



Major Changes:

- Headcount reduced by 2 FTE
- Eliminated Admin/Finance Manager Position
- Office Manager position assumed all functions of Admin/Finance Manager position (out of necessity, with responsibilities only partially reflected in job classification)
- Major increases in state legislative requirements, accounting pronouncements and standards
- Significant increases in customer service expectations (technology, communications)

Shortcomings with Current Organizational Classifications and Assignments

January 8, 2019

The following information is provided to support the adoption of the revised organizational chart and job classifications, which will ultimately be evaluated in the current salary study being performed by Koff and Associates. Other than the recommended increase of one additional administrative technician position, the cost of which can be estimated closely; the cost associated with the reclassification of positions discussed herein cannot be estimated until completion of the Salary Survey. The solutions recommended herein are necessary for the achievement of the goals of the Board of Directors; and for the effective, efficient and accountable management of the District.

For each area of deficiency identified below, management has briefly described the issue and its effect; and has proposed a solution based on decades of industry experience, and successful implementation of this exact task in other similar district. Please note that there are no names of faces on the Org chart. This exercise is about building the ideal structure for the most efficient, long term success of the CSD, regardless of who occupies the positions. We need to be prepared for employees at all levels to come and go, and for the personnel we plug in to that position to have the skills and abilities to always keep the District moving forward in providing a high level of public service.

1. Records management

The management of district records from inventory, categorization, to filing, digitizing and destruction was not fully assigned (or implemented) in the transition to Office Manager, and perhaps prior. There is currently a very large disorganized backlog of records and we currently have no management system to implement.

Solution – Full records management responsibility will be assigned to the Administrative Services Manager. A records inventory will be completed per state guidelines. The records will then be categorized and a management system implemented. The cleanup and maintenance of records can be accomplished over a period of year(s) with the addition of an administrative services technician, under direction of the manager. This position will also cross over in all other aspects of the administration.

2. Lack of integrated technology functions

The District has internal and external networks, PCs, laptops, servers in multiple locations, Supervisory Control systems for pumps and plants, cell phones, tablets, pagers, etc. All of the equipment is of different vintages, purchased with no baseline standards, upgrade or replacement policies. The District does not have internal IT staff, and is having difficulty securing competent, versatile consulting assistance capable of integrating our technology. None of the current District position classifications have the overall responsibility for IT. Much staff time is currently wasted dealing with malfunctioning technology.

Solution – Assign the overall IT responsibilities to the Administrative Services Manager (ASM) to either hire internal expertise, or secure/manage competent consulting assistance. The ASM will work with the

GM and Ops Manager to develop a technology inventory and an integrated technology improvement plan and policy.

3. Lack of management planning and/or performance management/improvement time due to workload and assignments

The current Admin/Office Manager is 100% consumed currently with the day to day office management and associated tasks, leaving little to no time for robust administrative planning with the GM, to receive leadership and training, and to improve our administrative systems. This is partially due to the low level of administrative staffing with no backup staff for critical functions during training, leave and absences.

The current Operations Manager is also 100% consumed with project planning and implementation, crisis management, operating plan updates and the day to day performance management of 8 employees who directly report. Management discussions tend to be problem solving rather than forward thinking. In addition as previously discussed by the Board, as currently structured, the Operations Manager must either spend their day as a field supervisor; assigning, supporting and measuring the completion of field crew tasks, or managing for full compliance and the betterment of the system and operation. There simply is not time for both and as we are, one will ultimately fail.

Solution (Admin) – Reclassify the Office Clerk position to a higher skill/responsibility level as Administrative Services Technician. Establish ranges I, II and III within the Admin Tech classification for a higher level of more relevant and valuable skills, and advancement opportunities. Reassign mid level administrative functions currently performed by the Office Manager, to the now qualified Admin Techs. This serves a succession planning and training function as well. The elimination of the Office Clerk position leaves the District with two employees in that classification, and with an increase of one additional Admin Tech and reassignment or duties, the following can be achieved:

- Effective and efficient records management program implemented and sustained
- Improved customer service and outreach capabilities
- Administrative planning and program management
- Increased training capabilities
- Added capacity to sustain workflow during absences and changes in staff
- Increased management efficiencies with the GM, Admin and Ops managers

Solution (Ops) –Reclassify the Collection and Distribution Lead position to Operations Supervisor, and assign to it the day to day leadership, duty assignment and performance measurement for the six maintenance and operations staff. This reclassification may result in the need to maintain the Lead position for promotional/succession purposes, or a position may need to be added at entry level to ensure the success of the Supervisor in performing planning and mid-management level functions reassigned from the Operations Manager. Both the Operations Supervisor and Chief Plant Operator will be cross trained for succession in the Ops Manager position.

The Operations Supervisor will also assume responsibilities related to the SSMP implementation, improvement project planning and implementation, maintenance program implementation/reporting, etc. The Supervisor will also be supported by the administrative assistance of the Admin Tech.

4. Compartmentalized functions in admin office and low staffing levels

As discussed above, the Administrative Office currently employs three positions reporting to the Office Manager:

- One Finance Clerk assigned District Payroll, Payables, CalPERS reporting, reconciliation of accounting modules, month end journal entries, grant claim management, District General Ledger maintenance, quarterly tax reports, and yearly audit support.
- One Admin Services Tech position assigned to utility billing and customer account maintenance functions, and
- One Office Clerk position assigned to answer phones and take customer payments

In reality, with a single staff person assigned a narrow set of responsibilities, it is more common than not for each staff person to be performing the job of the other, and in some cases for any higher level work to not get done until the return of the one responsible employee. The majority of the duties, skills and responsibilities land at various level of complexity and importance within the Administrative Services Tech classification. Currently with one Admin tech, there is no succession/career path to the Billing Clerk or Office Manager position.

Also, our classification and responsibilities of the Finance Clerk position are nearly identically aligned with the Accountant or Accounting Manager positions of other similar sized districts, while the title Finance Clerk is typically used for billing clerks or other finance department support positions.

Solution – Rename the Finance Clerk position to Accountant and ensure consistency with that level of financial responsibility. Reclassify the Office Clerk position to Admin Services Tech, and create a I, II and III range within the classification to require advanced skills and responsibilities/advancement. Create one additional entry level Admin Services Technician position.

5. Lack of integration of duties assigned to technical consultants, and contractors

We have operated for many years trying and assuming that we can complete all repairs, system upgrades, replacements, testing, inspection, maintenance, etc in house, with our own forces. The thought was that we could save money by not hiring contractors and consultants. Unfortunately, with changes in staff (for all districts) we are not able to attract highly skilled system maintenance personnel, and therefore we tend to focus our work where we are comfortable, such as general construction and repair for which we are mostly skilled. This has left the technical infrastructure maintenance and repair work to be deferred beyond my comfort level. We have always “done our best with what we have” which in the current environment does not suffice in a regulatory compliance situation.

Solution – Assign the Operations Manager to identify the body of work best performed in house, and that which is best contracted out, and plan accordingly. The Operations Manager will be assigned the responsibility for SSMP implementation, as well as completion of system maintenance in accordance with industry standards. To accomplish this, the Operations Manager will need to be able to delegate additional work to the Operations Supervisor, Chief Plant Operator and an Admin Tech.

6. Capital Improvement Project (CIP) planning and implementation

As stated above, many past projects were planned to be completed in-house, and in many cases that is why they were never completed; due to lack of staff time and expertise. Over the past decade, the majority of project completed were replacement of broken infrastructure such as valves, pumps and

failed items. As of this year, we are starting to complete improvement projects such as lighting, parking and driveways, proactive valve replacements, drainage and building repair. The process of internal planning, design, specification development, bidding and contracting has placed a significant workload on the Operations Manager, Office Manager and GM. It appears this will continue into the future, further reducing that amount of available management and planning time.

Solution – Larger projects requiring professional engineering design are now being managed by the District consulting engineer, with site assistance by the Operations Manager. The Operations Supervisor position will be delegated project related implementation activities as time allows and/or once the lead position entry level position in operations is created/filled. Many of the administrative requirements of the construction process can be efficiently handled by a qualified admin services tech.

7. Lack of administrative assistance for operations functions and technical executive office tasks

Currently, all reports, agenda submittals, technical letters, requests for proposals and construction related documentation is written by the operations manager, office manager and/or GM; the most expensive District employees. It is not always possible to assign these tasks to the Office Clerk and Admin Tech as their schedules are full and the schedule of available time gaps does not normally match the time when the administrative task is needed.

Solution – Upon creation of the new Admin Tech position, this work can be assigned to the appropriate, qualified admin staff.

FIGURE 2

GCSD ORGANIZATIONAL CHART – PROPOSED

APPROVED 2019/20 HEADCOUNT:

- 17 FTE
- Contract General Manager
- Contract Auditor, District Engineer, Attorney

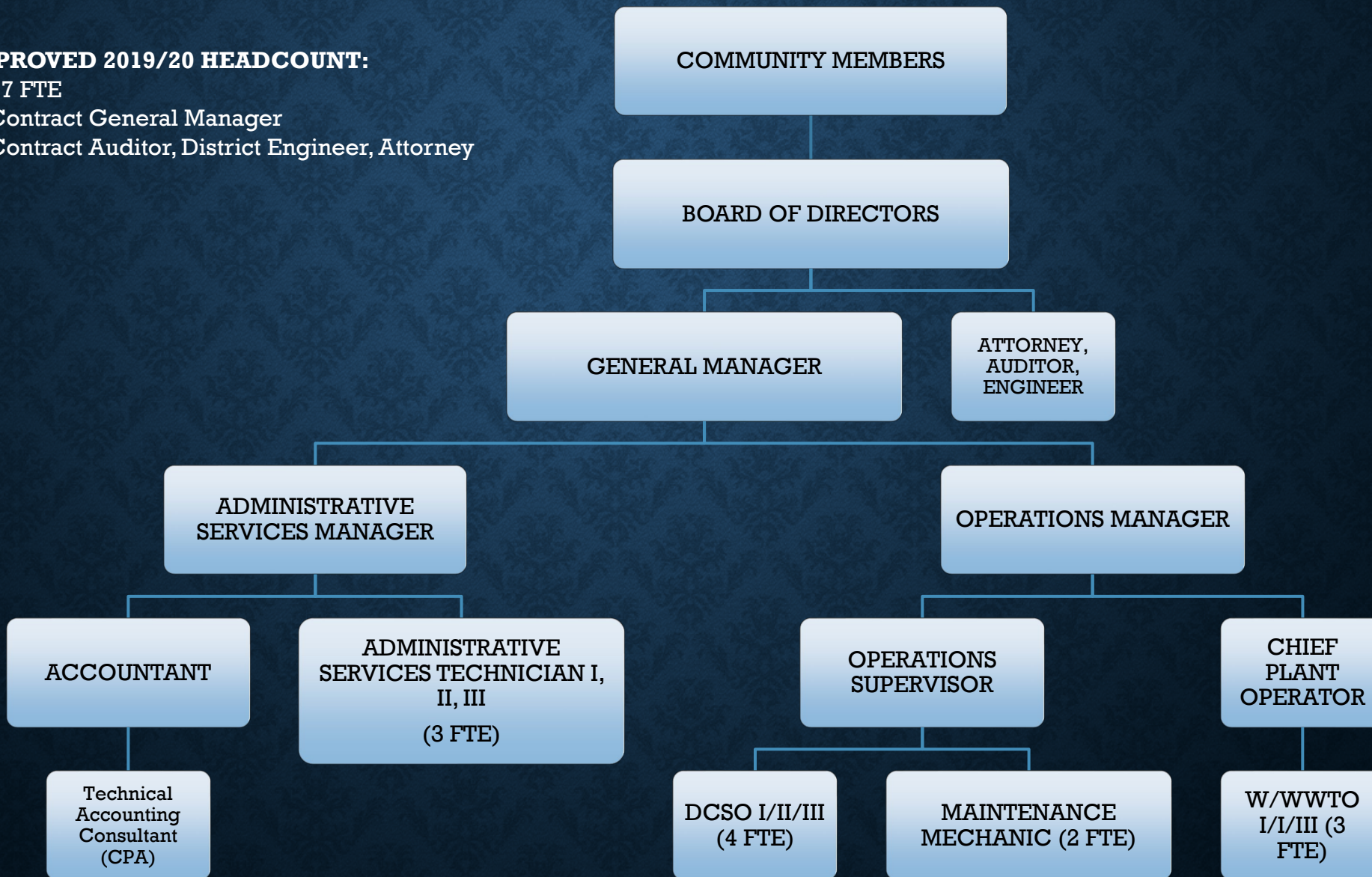


Table 1 A - Office Manager/Administrative Service Manager

Current Responsibilities	Reclassified Responsibilities
Office Manager	<i>Administrative Services Manager</i>
Compiles data for reports	Compiles data and prepares reports
Support the Board and GM in admin duties	Responsible for Board and GM Admin duties
Maintain website	Implement District communication plan
Office support such as filing and correspondence	Responsible for District Records
Administers Customer Service Program	Develops, improves and implements customer service program
Updates policies and manuals	<i>Develops policy updates and supports GM in policy review and responsible for implementation</i>
Administers HR policies	Same
Assists in employee benefit administration	Responsible for employee benefit administration
Participates in office on-call	Administers office on call program
Strategic planning, long term goals and objectives	Develops and directs the implementation of goals, objectives, policies, procedures, and workstandards for the District's financial and customer support function
Assist in Board meeting material development	Responsible for Board meeting material preparation and compilation
Develop and implement admin staff training	Same
Plan, initiate, track financial schedule of projects	Same
Coordinate and schedule Board meetings, Board training and committees	Same
Perform Utility billing functions	Manage utility billing functions
Assist with budget preparation	Responsible for all District accounting functions including budget development and performance, audit, financial reporting, audit standard compliance

Table 1D, Operations Manager

Current Responsibilities	Reclassified Responsibilities
Operations & Maintenance Manager	<i>Operations Manager</i>
Resolve resource loading issues among departments and prioritize maintenance activities	Fully responsible for the successful implementation of the District maintenance program through adequate allocation of resources and through subordinates
Under direction, act as liaison with other entities	Under general policy guidance of the GM, act as liaison
Oversee operation of plant and systems	Responsible for successful operation of the plants and system, and its regulatory compliance
Review and comment on engineering plans	Directs the preparation of engineering plans with budgets and comments
Resolve public complaints and coordinate staff response	Overall responsible for successful customer service by field personnel
Oversee employee goal setting, setting performance plans and administer discipline	Provide leadership in employee goal setting and manage HR responsibilities within department
Ensure compliance with safety policies	Responsible for safety program development and implementation
Develop and implement operational policies	Same
Develop and implement training program and promote advancement	Responsible for successful employee development and advancement within department
Planning, initiating, tracking and managing capital projects for the department	Same, add responsibility to oversee engineer schedule and work products
Assist GM in budget preparation	Responsible for budget preparation and performance in the operations department
Preparing department and regulatory reports	Same
Participate in PLC programming courses	Continuously strive to acquire or contract for the skills necessary to achieve maintenance and operations department goals
Participate in training on software, public speaking and human resources	Continuously strive to acquire or contract for the skills necessary to achieve maintenance and operations department goals