

**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 10, 2010  
9:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors John Graham, President, Gus Allegri, Vice President, Dick Lennen, and Steve Perreira being present. Also present were General Manager Jim Goodrich, District Engineer Randy Klaahsen, Fire Chief Shane Warner, Assistant Fire Chief Jim Burdick, District Treasurer Vicki West, and Board Secretary Lena Spilman.

Absent: Director Riley

Director Graham called the meeting to order at 9:00 a.m., and read a prepared statement regarding public comment and appropriate meeting decorum.

***Agenda Approval***

*Director Allegri moved, seconded by Director Lennen, and the motion passed to approve the agenda as written.*

*Aye: Director Allegri, Graham, Lennen, and Perreira*

*Absent: Director Riley*

***Public Comment***

A member of the public inquired as to the total costs associated with the SCADA system. Director Graham responded that due to the complex nature of the question, it would be best to submit this inquiry as a formal public records request.

***Public Hearing – Notice of Intent to File Application with the USDA Rural Development for Financial Assistance to Implement the Automated Meter Read/Water Pipeline Replacement (McKinley Way/Salvador Ct.) Project***

Director Graham opened the Public Hearing at 9:08 a.m., and District Engineer Randy Klaahsen gave a brief history of the project.

A member of the public inquired as to how the project would reduce costs for the District. Mr. Klaahsen responded that while it currently takes staff approximately 12 days every month to read meters, the new auto-read meters would allow staff to complete this task in one day. Additionally, staff spends approximately 5 days every month auditing the monthly meter reads to check for unusually high customer usage that would indicate a leak. The automated system would eliminate the need to audit meter reads, as the system will alert staff to any meter which has not stopped running for one hour in any seven-day period. Mr. Klaahsen also mentioned that during the bench testing of 10% of the District's meters, the meters were found to read an average of 8-9% low. By installing new, more accurate meters the District can expect to collect slightly more revenue due to the increased water sales.

Several members of the public shared concerns regarding the costs of the project and inquired as to the basis for the decision to include the water pipeline repairs.

Director Graham closed the Public Hearing at 9:21 a.m.

**Consent Calendar**

- A. Approve Minutes of the April 12, 2010 Regular Board Meeting
- B. Waive Reading of Ordinances and Resolutions except by Title

*Director Lennen moved, seconded by Director Allegri, and the motion passed to approve the consent calendar.*

*Aye: Directors Allegri, Graham, and Lennen*

*Abstain: Director Perreira*

*Absent Director Riley*

**Consider Approving a Notice of Intent to File Application with the USDA Rural Development for Financial Assistance to Implement the Automated Meter Read/Water Pipeline Replacement (McKinley Way/Salvador Ct.) Project**

General Manager Jim Goodrich noted that there would be no debt service charged to the customer's bills on this project, and that the project would be funded through a reduction in staff and an anticipated increase in water variable rates.

*Director Allegri moved, seconded by Director Lennen, and the Board voted to approve the Notice of Intent to file application with the USDA Rural Development for financial assistance to implement the automated meter read/water pipeline replacement project.*

*Aye: Directors Allegri, Graham, Lennen, and Perreira*

*Absent: Director Riley*

**Consider Sunset Clause on All Board Approved "At Will" Employee Contracts. Henceforth, Contracts Shall Expire Automatically When the Majority of the Board that Approved them is No Longer Seated.**

Director Graham opened the item for public comment. No comments were made.

*Director Perreira motioned that all exempt employee contracts be annually reviewed and subject to exclusive approval by the Board of Directors. The motion died for lack of second.*

**Introduce District Operational Policies and Procedures Manual (OPPM) and Set Date and Time for Public Hearing**

Director Graham opened the item for public comment. No comments were made.

General Manager Jim Goodrich explained that when he began at GCSD, the District's policies and procedures were incomplete and rather piecemeal. He stated that he had been developing a comprehensive policies and procedures manual for several years. Staff began with a CSDA template approximately 3 years ago, and has been intimately involved in writing and reviewing the policies.

Mr. Goodrich presented a PowerPoint presentation in which he reviewed and explained the various sections of the manual. He recommended, based on the suggestion of District Counsel Dave McMurchie, that the District adopt the manual by Ordinance. Mr. McMurchie explained that by adopting the manual by Ordinance, the District makes the document judicially enforceable.

Mr. Goodrich recommended that the Board set a June Public Hearing date to receive comments from the public regarding the manual's content, and that the Board convene an ad hoc committee to thoroughly review the Draft Manual.

Director Graham opened the item to public comment, none were received.

Director Perreira suggested that the document be broken into smaller sections and that each section be assigned to a particular Director for review.

Director Allegri commented that the OPPM is a very important document, and that the Board may need to dedicate several special meetings to its intensive review.

Director Graham suggested that the Board review the Document as a group, and take several sections at a time.

Mr. Goodrich recommended that the Board begin their review with the first three sections of the document. He also commented that the Board may want to consider returning to their two meetings per month schedule until the manual is completed.

*Director Perreira proposed that the Board convene on June 28<sup>th</sup> to review the first three sections of the manual. Director Lennen so moved, seconded by Director Allegri, and the motion passed. Aye: Directors Allegri, Graham, Lennen, and Perreira  
Absent: Director Riley*

Director Graham asked all members of the Board to submit their comments/changes to the General Manager by Wednesday, June 23<sup>rd</sup>.

*Director Allegri moved, seconded by Director Lennen, and the motion passed to table the decision to set a time/date for the public hearing.  
Aye: Directors Allegri, Graham, Lennen, and Perreira  
Absent: Director Riley*

***Consider Appointing Gloria Marler to the Retirement Benefits Review Committee***

Director Perreira presented this item to the Board. He explained that Mrs. Marler had requested to serve on the GCSD Retirement Benefits Review Committee, but when a vacancy occurred a former Board member was appointed instead. Director Perreira suggested that Mrs. Marler be added as an additional committee member.

Mr. Goodrich stated that, in the case of Board appointed committees such as the Retirement Benefits Review Committee, it has been the long standing practice to allow the committee chair to appoint members of his/her choosing. He noted that this practice can be formally changed during the OPPM review sessions.

Director Perreira argued that Mrs. Marler has shown a real interest in serving on this committee and that in his opinion she could offer a positive contribution.

Director Perreira motioned to appoint Gloria Marler to the Retirement Benefits Review Committee. The motion died for lack of a second.

## **Information Items**

### **Update from District Counsel on New 2010 Legislation**

District Counsel Dave McMurchie briefly reviewed his hand-out regarding new 2010 legislation, focusing on new water conservation provisions that will need to be addressed during the 2011 Urban Water Management Plan process.

### ***Staff Reports***

#### **A. General Manager's Comments**

Mr. Goodrich announced that a series of free courses sponsored by the Foothill Collaborative for Sustainability were to be held in the basement of the Groveland Library. These courses would focus on our current financial system and economy, energy, and the environment.

#### **B. O&M Report**

District Engineer Randy Klaahsen announced that start-up testing has begun for the recently completed Lift Station 15, and that the crews will soon be moving on to Lift Station 11 and then 2.

He also announced that the District had entered a water sample at the CA/NV AWWA Convention's "Best Tasting Water" competition this year. GCSD took second place behind Mt. Shasta. Mr. Klaahsen explained that this is quite an achievement, as Shasta's water is pure, untreated snow melt.

#### **C. Fire Department Report**

Groveland Fire Chief Shane Warner announced that the department has been hosting a lot of community CPR classes. The department has also been working on a mutual aid agreement with Mariposa County which, when approved, will be advantageous to both sides. This agreement would give the Groveland Fire Department access to both a water tender and engine stationed in Greely Hill. This could be invaluable to the department in an emergency, and is much closer than our current closest mutual aid in Jamestown.

Chief Warner also urged the Board and members of the public to come out and support the Fire Department at the Relay for Life and the Annual Memorial Day BBQ at the Pine Mountain Lake Stables.

#### **E. District Counsel's Comments**

None

### ***Update on Retirement Benefits Review Committee***

Director Lennen announced that the next meeting would be held Thursday, May 20<sup>th</sup>.

### ***Update on Graywater Use Committee***

Director Perreira announced that the District cannot move forward with any effort to implement the new state graywater regulations until the county accepts the new laws. The committee is still waiting for the county officials to meet and discuss how they will proceed with this item.

### ***Director's Comments***

Director Perreira announced that he would be setting up a booth at the upcoming Earthfest celebration at Mountain Sage on June 5<sup>th</sup>, to collect signatures to urge the county to accept the new California Graywater regulations in their entirety.

Director Perreira also inquired as to the status of the efforts to create new Board email addresses for the website. District Secretary Lena Spilman replied that she had contacted the District's IT consultant and that he is currently working on it.

Director Graham called a five minute recess at 10:50 a.m.

The Board reconvened and adjourned into closed session at 10:55 a.m.

**Closed Session**

- A. Public Employee Performance Evaluation  
(Pursuant to Govt. Code Sec. 54957)  
General Manager
  
- B. Conference with Labor Negotiator  
(Pursuant to Govt. Code Sec. 54957.6)  
Agency Designated Representative: General Manager James A. Goodrich  
Employee Organization: Operating Engineers Local Union No.3
  
- C. Significant Exposure to Litigation  
(Pursuant to Govt. Code Sec. 54956.9 (b)(3)(B))

The Board Reconvened into open session at 1:46 p.m.

**Announcement of Any Action Taken by Board in Closed Session**

Public Employee Evaluation:

*The Board completed its evaluation of the General Manager and shared it with the General Manager, and the evaluation will be placed in his personnel file. No changes were made to the terms and conditions of the contract.*

Conference with Labor Negotiator:

*The Board reviewed and discussed the status report from Labor Negotiator Mr. Goodrich, and will be meeting for labor negotiation discussion with Mr. Goodrich at an additional Special Meeting closed session on May 13, 2010 at 9 a.m.*

Significant Exposure to Litigation:

*No action was taken other than to direct legal counsel to provide additional information to the Board.*

**Adjournment**

*Director Allegri moved, seconded by Director Lennen, and the motion passed to adjourn the meeting at 1:50 p.m.*

*Aye: Directors Allegri, Graham, Lennen, and Perreira*

*Absent: Director Riley*

APPROVED:

ATTEST:

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John Graham, President

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Lena Spilman, Board Secretary