

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
February 12, 2018
10:00 a.m.**

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

Call to Order

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

Absent: Director Armstrong

Agenda Approval

Motion

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

Ayes: Directors Swan, Edwards, and Kwiatkowski

Absent: Director Armstrong

Action Items to be Considered by the Board of Directors

Public Comment

Division Chief Paul Avila informed the Board that the State is keeping the Merrell Road station open and funding it, and that he would keep the Board informed of any changes.

Consent Calendar

- A. Approve Minutes from the January 8, 2018 Regular Meeting
- B. Approve Minutes from the January 11, 2018 Special Meeting
- C. Approve Minutes from the January 17, 2018 Special Meeting
- D. Approve Minutes from the January 30, 2018 Special Meeting
- E. Approve Minutes from the February 1, 2018 Special Meeting
- F. Waive Reading of Ordinances and Resolutions Except by Title

Admin Office Manager/District Secretary Jennifer Flores stated that Director Kwiatkowski's name was spelled incorrectly in areas of the minutes and that staff will correct this error.

Motion

Director Edwards moved, seconded by Director Kwiatkowski, and the motion passed to approve the Consent Calendar.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Director Armstrong

Consider for Approval Authorizing up to Three Directors to Attend the CSDA Leadership Academy Conference in Monterey, April 15-18, 2018

Interim General Manager Pete Kampa presented the item to the Board. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to send up to three directors to attend the SDLA Conference in Seaside in April and to specifically authorize Directors Edwards and Kwiatkowski to attend.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Director Armstrong

Consider for Approval Adoption of Resolution 6-18, A Resolution of the Governing Body of the Groveland Community Services District, Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for Said Certain Individuals While Providing their Services

Mr. Kampa presented the item to the Board and stated that this was a resolution to allow Board members and volunteers of the District to be covered by the District's Worker's Comp while providing services to the District. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Kwiatkowski, and the motion passed to approve Resolution 6-18, A Resolution of the Governing Body of the Groveland Community Services District, Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for Said Certain Individuals While Providing their Services.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Director Armstrong

Consider for Approval Adoption of Resolution 7-18, A Resolution Approving Amendments to the Board of Director's Policy Related to Regular Board Meetings and Establishing a Revised Meeting Date and Time

Director Swan presented the item to the Board and stated that the topic of changing the date and time of the regular meeting was discussed previously by the Board in an effort to accommodate and increase public participation. A discussion ensued between the Board, staff, and public. The Board agreed that the current date and time worked best and that it would hold a special meeting to accommodate the public for "hot topic" items.

Motion

Director Swan moved, seconded by Director Kwiatkowski, and the motion passed to approve 7-18, A Resolution Approving Amendments to the Board of Director's Policy Related to Regular Board Meetings and Establishing a Revised Meeting Date and Time with the change that item three read the regular meetings will be held the second Monday of the month at 10:00am.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Director Armstrong

Consider for Approval a Revised Standing Finance Committee Meeting Schedule

Director Swan presented the item to the Board. A discussion ensued between the Board, staff, and public regarding how and when the financials will be presented to the Board and public.

The item was tabled until a future date.

Consider for Approval Adoption of Resolution 8-18, A Resolution Approving Agreement with Sterling Services for As-Needed Administrative and Capital Project Related Consulting Services

Director Swan presented the item to the Board. A discussion ensued between the Board, staff, and public. Mr. Kampa stated that if he needed to engage Mr. Jon Sterling often for some reason, he would bring back the agreement at a later date for the Board to consider. No Board action was taken.

Discussion and Potential Action Regarding the Wastewater Rate Study Currently Under Development by Bartle Wells Associates

Mr. Kampa stated that in front of the Board was a memorandum from the District's engineer regarding the status of the District's grants. He further discussed the grant assumptions the sewer rate study report reflected. A discussion ensued between the Board, staff, and public regarding grant revenue assumptions.

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve directing the Interim General Manager to continue working with Bartle Wells to complete the wastewater rate study by March 30, 2018 in accordance with the direction provided by the Board.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Director Armstrong

Discussion and Action Providing Direction and Priorities for the Interim General Manager through the Establishment of Management Objectives

Mr. Kampa presented the item to the Board and stated that he is requesting that each Board member send him a list of the goals and objectives they have for the District wherein he will create a list the Board agrees on and report the progress of the items on a quarterly basis. A discussion ensued between the Board, staff, and public.

A special meeting was scheduled for February 26th at 10:00am to go over the list he will compile of the goals and objectives received from both the Board and staff.

Approval to Proceed with the Establishment of a Board Workshop Date for the Development of Norms for Board Member Conduct to Facilitate Effective Deliberations; and Protocol to Create the Structure and Process for Effective Board Meetings

Mr. Kampa presented the item the Board. A meeting was scheduled for March 8th at 10:00am to conduct the workshop.

Consider for Approval \$40,000 Mid-Year Budget Adjustment to GL Line Item 050-800-80-602-00 for Purchase of Generator for AWS Tank #2 Booster System Project

Ms. Flores presented the item to the Board and stated that the Board directed staff to pursue the generator option for the project as opposed to the more expensive PG&E option. She further stated that there was \$43,177 left over from the previous fiscal year for the project that was not carried over to the current fiscal year that will cover the cost of the generator.

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to approve a \$40,000 Mid-Year Budget Adjustment to GL Line Item 050-800-80-602-00 for Purchase of Generator for AWS Tank #2 Booster System Project.

Ayes: Directors Kwiatkowski, Edwards, and Swan

Absent: Director Armstrong

Information Items

Ad Hoc Committees Reports

A. General Manager Recruitment Committee (Directors Edwards & Kwiatkowski)

Director Edwards stated the committee was successful in recruiting an interim general manager and will now begin the recruitment process for a full time general manager. A meeting was scheduled for Friday, February 23rd at 10:00am.

B. Budget Committee (Directors Swan & Armstrong)

Director Swan requested that staff contact the committee when they have a draft budget to review.

Standing Committee Reports

A. Park Committee (Directors Kwiatkowski & Edwards)

Director Kwiatkowski stated the committee is looking to get the wants and needs of the community to better guide them with park priorities.

B. Water Conservation (Director Swan)

Director Swan stated the next meeting is February 21st.

C. Finance Committee (Directors Swan and Armstrong)

Director Swan stated that the committee reviewed the 2nd quarter financial statements at their last meeting.

D. Equipment Review Committee (Directors Armstrong & Swan)

No Report.

D. Fire Department (Directors Armstrong & Edwards)

No Report.

Staff Reports

A. General Manager's Comments

Mr. Kampa stated that he has enjoyed his time at the District so far and that the District has a great staff.

B. Operations and Maintenance

Luis Melchor Operations and Maintenance Manager presented his report to the Board.

C. Admin/Finance

Ms. Flores presented the Admin report to the Board and discussed the revised legal and engineer fee document included in the Board packet.

Director Comments

Director Edwards stated that he was concerned that the District does not have sufficient staffing.

Director Swan stated his personal belief was that the District was a staff member short in Admin.

The Board convened into closed session at 12:47pm.

Closed Session - Public Employee Appointment

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

Government Code Section 54956.95, Title: General Manager

The Board reconvened into open session at 1:21pm.

Announcement out of Closed Session

No reportable action.

Adjournment

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to adjourn the meeting at 1:21pm.

Ayes: Directors Kwiatkowski, Edwards, and Swan

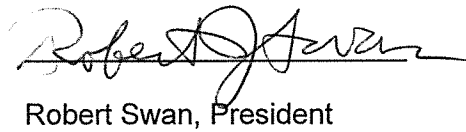
Absent: Director Armstrong

ATTEST:



Jennifer Flores, Board Secretary

APPROVED:



Robert Swan, President