

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
December 12, 2016
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, Bruce Carter, Vice President, Maureen Grierer, and John Armstrong being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

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

Absent: Director Wemmer

Public Comment

None.

Agenda Approval

Motion

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

Ayes: Directors Swan, Carter, Grierer, and Armstrong

Absent: Director Wemmer

Administer Oath of Office for Newly Elected Board Member

Ms. Flores administered the Oath of Office to incoming Board Member, Maureen Grierer.

Action Items to be Considered by the Board of Directors

Consent Calendar

Approve Minutes from October 19, 2016 Special Meeting

Approve Minutes from November 14, 2016 Regular Meeting

Motion

Director Swan moved, seconded by Director Carter, and the motion passed to approve the consent calendar.

Ayes: Directors Swan, Carter, Grierer, and Armstrong

Absent: Director Wemmer

Consider for Approval Purchase of New District Vehicle

General Manager Jon Sterling presented the item to the Board. He stated the transmission and rear differential in service truck 11 have failed. He further stated the costs to make the repairs are more than the value of the vehicle. Staff received three bids, with Steve's Chevrolet being the lowest at \$24,999.34. A brief discussion ensued between the Board, staff, and members of the public.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed to approve the purchase of a 2017 Chevy Silverado 1500 4WD Pickup from Steve's Chevrolet in the amount of \$24,999.34.

Ayes: Directors Swan, Carter, Grierer, and Armstrong

Absent: Director Wemmer

Consider for Approval Groveland Community Services District Encroachment Permit for City and County of San Francisco to Install Water Monitoring Devices at the Big Creek Shaft and Second Garrote Shaft Facilities

Mr. Sterling presented the item to the Board. He stated the City and County of San Francisco have requested to install water monitoring devices to constantly monitor water quality. The District will have access to the information, and the devices will use District electricity as they will be utilizing motor control cabinets. He further stated that staff is asking the Board to consider the terms in regards to the length of the agreement, and the annual payment amount. A discussion ensued between the Board, staff, and members of the public.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to Direct Staff to adopt the Agreement with the City and County of San Francisco Regarding Water Monitoring Devices as submitted with the Provision that Charges for Electricity Should be Subject to .05% Interest Per Month, and the Term of the Agreement Will be Three Years Automatically Renewing, Unless otherwise Decided By the Board; and If Agreeable to the City and County to Implement Real Time Power Usage Monitoring.

Ayes: Directors Swan, Carter, Griefer, and Armstrong

Absent: Director Wemmer

Review and Discuss Sewer Rate RFP

Mr. Sterling presented the item to the Board. A Bartle & Wells Engineering consultant will be making a presentation on December 19, 2016, with the intent to allow dialogue to take place on the direction the Board would like to go, in regards to sewer rates. A long discussion ensued between the Board, staff and members of the public.

No action was taken.

Consider for Approval Conducting Election of Board Officers for 2017 Calendar Year

President

Motion

Director Carter moved, seconded Director Armstrong, and the motion passed to elect Director Swan as 2017 Board President.

Ayes: Directors Carter, Griefer and Armstrong

Abstain: Director Swan

Absent: Director Wemmer

Vice President

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to elect Director Carter as 2017 Board Vice President.

Ayes: Directors Swan, Griefer and Armstrong

Abstain: Director Carter

Absent: Director Wemmer

Board Secretary

Motion

Director Swan moved, seconded by Director Carter and the motion passed to elect Jennifer Flores as 2017 District Board Secretary.

Ayes: Directors Swan, Carter, Grier, and Armstrong

Absent: Director Wemmer

Information Items

Review and Discuss Revised Water Ordinance

The Board went through page by page of the Draft ordinance and made corrections to be completed by staff.

Update on State's Executive Order B-37-16 Regarding Water Conservation

Mr. Sterling presented the item to the Board. He stated the District in his opinion, is in better shape than other agencies to meet the new requirements. He further stated current water conservation is at 21% compared to 2013. A long discussion ensued between the Board and staff.

Discuss Possibility of Implementing Tablets for Board Members

Mr. Sterling presented the item to the Board. He stated that staff would like to implement tablets in order to prevent software issues when exchanging word documents, and to reduce paper when distributing very large documents. A discussion ensued between the Board and staff.

The Item will be placed on the December 19th agenda as an action item.

Update Regarding Revised Monthly Water Bond Debt Service Customer Charges

Ms. Flores presented the item to the Board. She stated staff is still in the process of determining the new amortization amounts for the bonds, to reduce the amount due from rate payers. This item will be brought back to the Board at the January regular meeting.

The Board took a recess at 12:04 pm

The Board reconvened at 12:06 pm

District Recruitment Update

Mr. Sterling stated the recent recruitment for Operations brought only one applicant that did not have the necessary certifications. For Collections and Distribution, the District did not receive any qualified applications.

Update on District Grants

LS 16: Mr. Sterling stated the contractors RTC have been very easy to work with, and have brought back several cost saving change requests.

Groveland/Big Oak Flat Sewer Line Replacement: Mr. Sterling stated a payment has been made to Fish and Game for the permit to allow the District to conduct work next to the creek.

Groveland/Big Oak Flat Water Distribution Lines: The District is working with Cal Trans, PG& E, and other agencies in determining how to replace the water lines.

Kaboom Grant

Ms. Flores informed the Board this grant and the master plan will be handled through the Parks committee, and a timeline will be developed.

Ad Hoc Committees Reports

Appointments to Standing and Ad Hoc Committees will take place at the January meeting.

- A. **Board of Director's Policy Manual (Director Swan)**
No report.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**
No report.
- C. **Survey Committee (Director Carter & Armstrong)**
Director Carter stated the Flier insert will appear in the January statements, and the Committee will look into another employee survey.
- D. **Budget Committee (Directors Swan & Grierfer)**
No Report.
- E. **Fire Department (Directors Carter & Armstrong)**
Mr. Sterling stated the committee will be discussing proposed relocation of the District Fire house, Cal Fire Agreement, and the RFP from Tuolumne County at the next meeting.
- F. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
No Report.
- G. **General Manager Recruitment Committee (Directors Carter & Grierfer)**
Director Carter stated the committee will meet with a consultant December 19, at 9:00 a.m.

Standing Committee Reports

- A. **Park Committee (Directors Wemmer & Grierfer)**
No report.
- B. **Water Conservation (Directors Swan & Carter)**
Director Carter stated fliers have been distributed around town, and to PML. Articles have also been published in the papers to advise the public of the tunnel shut down, and will be published again in January.
- C. **Finance Committee (Director Swan)**
No report.

Staff Reports

- A. **General Manager's Comments**
Mr. Sterling stated a Request for Proposal is a being prepared for the Big Creek clear well, and chlorine contact tank restoration project, estimated cost of the project is unknown.
- B. **Operations and Maintenance**
Mr. Sterling informed the Board of a significant line break in Big Oak Flat on Highway 120.
- C. **Admin/Finance**
Ms. Flores stated the Administration staff has started the process with cross training. She also stated the contract disagreement between Accela and the District has been resolved.
 - a. **List of November Payables**
Ms. Flores presented the November payables to the Board. A brief discussion ensued between the Board and Staff.

Director Comments

Directors Armstrong, Carter and Swan congratulated and welcomed Director Grier to the Board.

Adjournment

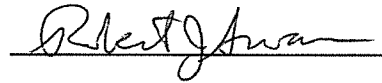
Motion

Director Swan moved, seconded by Director Carter, and the motion passed to adjourn the meeting at 1:03 pm

Ayes: Directors Swan, Carter, Grier, and Armstrong

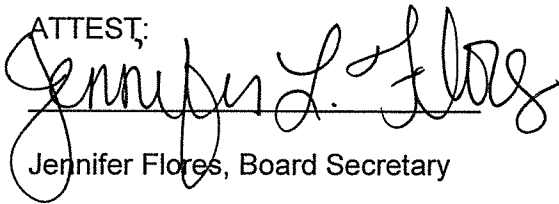
Absent: Director Wemmer

APPROVED:



Robert Swan, President

ATTEST:



Jennifer Flores, Board Secretary