

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
January 8, 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, Janice Kwiatkowski, and Spencer Edwards, being present. Also present was Acting General Manager Jennifer Flores and Administrative Services Technician Amanda Livingston.

Call to Order

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

Absent: Director Kwiatkowski

Director Swan read a letter from Director Wemmer announcing his resignation from the Board of Directors effective January 5th and reasons surrounding his decision.

Agenda Approval

Motion

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

Ayes: Director Swan, Edwards, and Armstrong

Absent: Director Kwiatkowski

Action Items to be Considered by the Board of Directors

Public Comment

A member of the public asked the Board if they would be willing to change the regular meeting to a Saturday to accommodate out of town property owners.

A member of the public asked the Board why the District has an Acting General Manager and why it's considering hiring the previous general manager as a consultant.

Cal Fire Division Chief Paul Avila thanked Scott Wemmer for his service on the Board and commitment to the community.

Scott Wemmer discussed the accomplishments of the District during his time on the Board.

Director Kwiatkowski joined the meeting at 10:09 a.m.

Consent Calendar

- A. Approve Minutes from the December 11, 2017 Regular Meeting
- B. Approve Minutes from the December 21, 2017 Special Meeting
- C. Approve Minutes from the January 2, 2018 Special Meeting
- D. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the Consent Calendar.

Consider for Approval Authorizing District to Apply for the Assistance to Firefighter Grant and Enter into Memorandum of Understanding with Tuolumne County Fire Department and Jamestown Fire Protection District

Acting General Manager Jennifer Flores presented the item to the Board. She stated that this is a grant for the self-contained breathing apparatus equipment that is going to need to be replaced in the near future. Chief Avila went into further detail regarding the grant and answered questions from the Board. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed unanimously to approve authorizing the District to apply for the Assistance to Firefighter Grant and entering into the memorandum of understanding with Tuolumne County Fire Department and Jamestown Fire Protection District.

Presentation by Stephanie Dowdle with Epic Wireless Group, LLC Regarding Option and Lease Agreements for Two Cell Sites

- A. Consider for Approval Option and Lease Agreement Between Groveland Community Services District and New Cingular Wireless PSC, LLC, for Cell Site at Second Garrote and Consider for Approval Option and Lease Agreement Between Groveland Community Services District and New Cingular Wireless PSC, LLC, for Cell Site at Vernal Drive**

Stephanie Dowdle from Epic Wireless presented the item to the Board and discussed the plans for each proposed location. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the option and lease agreement between Groveland Community Services District and New Cingular Wireless PSC, LLC, for cell site at Second Garrote and option and lease agreement between Groveland Community Services District and New Cingular Wireless PSC, LLC, for cell site at Vernal Drive.

Consider for Approval Resolution 1-18, A Resolution of the Groveland Community Services District Authorizing an Amendment to CalPERS Contract

Ms. Flores presented the item to the Board. She stated that the Board approved the resolution of intention at the December Board meeting and in front of the Board today was the final resolution authorizing an amendment to the District's CalPERS contract to reflect the 2.5% classic member employees were paying the of the employer portion.

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to approve Resolution 1-18, a Resolution of the Groveland Community Services District authorizing an amendment to CalPERS Contract.

Consider for Approval Three (3) Resolutions Required by the State Water Board for the Drinking Water State Revolving Fund Construction Application

- A. Resolution 2-18, A Resolution of the Board of Directors of the Groveland Community Services District Authorizing the General Manager to Sign and File a Financial Assistance Application to the State Water Resources Control Board for the Construction of the Water Distribution System Improvements Project

- B. Resolution 3-18, A Resolution of the Board of Directors of the Groveland Community Services District Authorizing the General Manager to Sign Financing Agreement, Amendment, and Certifications for Funding Under The Drinking Water State Revolving Fund (DWSRF); Authorizing General Manager to Approve Claims for Reimbursement; Authorizing General Manager to Execute Budget and Expenditure Summary; Authorizing General Manager to Sign the Final Release Form and the General Manager to Sign the Certification of Project Completion; and Pledging and Dedicating Net Water Revenues Towards Payment Of DWSRF Financing.

- C. Resolution 4-18, A Resolution of the Board Of Directors of the Groveland Community Services District Stating its Intention to be Reimbursed for Expenditures Incurred Ahead of the Approval of the Disbursement of Drinking Water State Revolving Fund (DWSRF) Construction Funds from the State Water Resources Control Board.

Ms. Flores presented the item to the Board. She stated that the resolutions are from the state and are required as part of the application request for construction grant funds for the downtown Groveland/ Big Oak Flat Water Distribution System Improvement Project.

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed unanimously to approve Resolution 2-18, Resolution of the Board of Directors of the Groveland Community Services District Authorizing the General Manager to sign and file a financial assistance application to the State Water Resources Control Board for the construction of the Water Distribution System Improvements Project.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Resolution 3-18, A Resolution of the Board of Directors of the Groveland Community Services District authorizing the General Manager to sign financing agreement, amendment, and certifications for funding under The Drinking Water State Revolving Fund (DWSRF); authorizing General Manager to approve claims for reimbursement; authorizing General Manager to Execute Budget and Expenditure Summary; Authorizing General Manager to sign the Final Release Form and the General Manager to Sign the Certification of Project completion; and pledging and dedicating net water revenues towards payment Of DWSRF financing.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Resolution 4-18, A Resolution of the Board Of Directors of the Groveland Community Services District Stating its intention to be reimbursed for expenditures incurred ahead of the approval of the Disbursement of Drinking Water State Revolving Fund (DWSRF) construction funds from the State Water Resources Control Board.

Consider for Approval Professional Services Contract Agreement between Groveland Community Services District and RTC Construction Management, Inc., for Force Main Improvements

Ms. Flores presented the item to the Board and stated that the District would like to retain RTC Construction for the force main improvement work needed in PML. She further stated that the state is allowing the District to use the left over planning grant funds from the Downtown Groveland/Big Oak Flat Collection System Improvement Project for this construction work. She also stated that this item was put on the agenda by former general manager Jon Sterling, but she felt that the project needed to go through an informal bidding process to be in compliance with the Uniform Public Construction Cost Accounting Act. A discussion ensued between the Board, staff, and public.

The Board directed staff to consult with legal counsel regarding the requirements to move forward with the process.

Consider for Approval Professional Services Agreement between Groveland Community Services District and Sterling Services

Ms. Flores presented the item to the Board and stated that the Board and several members of the public had expressed interest prior to Mr. Sterling leaving, in the ability for the District to consult with him after his departure regarding the current grants in the works along with the sewer rate study he was working on. She further stated that the proposed agreement also included the services of a water/wastewater operator as the District was planning on having him fill in two days a week to meet the level two operator sewer plant requirement, until a long term solution was implemented. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Kwiatkowski, and motion passed to approve the portion of the contract that involves water and wastewater operator services and striking other portions relating to consulting for administrative services and to generate another version of the contract that contains only the consulting for administrative and maintenance operations.

Ayes: Directors Swan, Edwards and Kwiatkowski

Noes: Director Armstrong

Consider for Approval Resolution 5-18, A Resolution of the Board of Directors of Groveland Community Services District Adopting Annex "B" of the Tuolumne County Multi-Jurisdictional Local Hazard Mitigation Plan

Ms. Flores presented the item to the Board. She stated that at the last meeting this was presented to the Board and it has been in the office for the public to review and comment on. She further stated that the District has not received any comments or requests for change and the next step is for the District to adopt the plan. Adopting the plan is a requirement to remain eligible for FEMA funding. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Resolution 5-18, A resolution of the Board of Directors of Groveland Community Services District adopting annex "B" of the Tuolumne County Multi-Jurisdictional Local Hazard Mitigation Plan.

Consider for Approval Conducting Election of Board Officers for 2018 Calendar Year

Ms. Flores presented the item to the Board. A discussion ensued between the Board, staff, and public.

Motion

Director Edwards moved, seconded by Armstrong, and the motion passed unanimously to approve electing Director Swan as the President of the Groveland Community Services District Board of Directors for 2018.

Motion

Director Edwards moved, seconded by Director Swan, and the motion passed to approve electing Director Armstrong as the Vice President of the Groveland Community Services District Board of Directors for 2018.

Ayes: Directors Swan, Edwards, and Armstrong

Nay: Director Kwiatkowski

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Ms. Flores as the District's Board Secretary for 2018.

Discussion of and Appointments to Ad Hoc and Standing Committees for Calendar Year 2018

Director Swan presented the item to the Board. He stated that every year the Board appoints Directors to serve on committees for the calendar year.

The new calendar year committee appointments are as follows:

The Board agreed to change the Equipment Review and the Fire Department Ad Hoc Committees to Standing Committees and to disband the Drought Ordinance Revision Committee for the time being.

General Manager Recruitment Committee: Director Edwards Chair, and Director Kwiatkowski alternate.

Budget Committee: Director Swan Chair, and Director Armstrong alternate.

Park Committee: Director Kwiatkowski Chair, and Director Edwards alternate.

Water Conservation Committee: Director Swan Chair

Finance Committee: Director Swan Chair, and Director Armstrong alternate.

Fire Department Committee: Director Armstrong Chair, and Director Edwards alternate.

Equipment Review Committee: Director Armstrong Chair, and Director Swan alternate.

Information Items

Ad Hoc Committees Reports

A. Drought Ordinance Revision Committee (Directors Swan)

Disbanded.

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

Director Edwards presented the item to the Board and stated that the committee is waiting for the RFP's which are due on January 12th at 12:00 p.m. and there is an Ad Hoc meeting at 3:00 p.m.

C. Budget Committee (Directors Swan and Armstrong)

Director Swan stated that it was time to begin developing the upcoming fiscal year budget.

Standing Committee Reports

A. Park Committee (Directors Kwiatkowski & Edwards)

Director Kwiatkowski stated that the old playground was removed.

B. Water Conservation (Director Swan)

Director Swan stated the next meeting is January 17th at 10:00 a.m.

C. Finance Committee (Directors Swan and Armstrong)

No Report.

D. Equipment Review Committee (Directors Armstrong & Swan)

No Report.

D. Fire Department (Directors Armstrong & Edwards)

No Report.

Staff Reports

A. General Manager's Comments

Ms. Flores stated that the Board member training is January 11th at 9:00 a.m.

B. Operations and Maintenance

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

C. Admin/Finance

a. List of December Payables

Director Comments

Director Armstrong thanked Scott Wemmer for his service and dedication to the District.

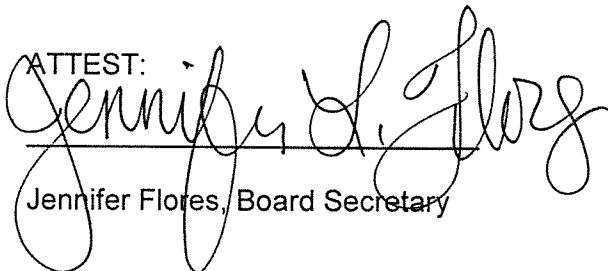
Director Swan thanked Scott Wemmer for his service as a director for District.

Adjournment

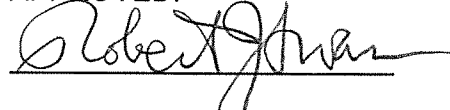
Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to adjourn the meeting at 1:07 p.m.

ATTEST:


Jennifer Flores, Board Secretary

APPROVED:


Robert Swan, President