

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
October 9, 2017
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, and Scott Wemmer 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 a.m.

Agenda Approval

Motion

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

Several members of the public expressed their concerns about the GM recruitment process.

The Board convened into Closed Session at 10:11a.m.

Closed Session

- A. Public Employee Appointment (Pursuant to Govt. Code Sec. 54957)
Title: General Manager

The Board reconvened into open session at 10:30am.

Announcement Out of Closed Session

Director Swan stated "...one of them is a house keeping item, we have a unanimous agreement to rescind our prior appointment, which is something we never got around to doing...the Board also made a unanimous decision to fill the vacant Board seats before taking any further action towards appointing a permanent General Manager."

Public Comment

Several members of the public made comments, specifically regarding the General Manager recruitment process.

Member of the public Kay Crow stated, "This has to do with transparency, the fact that the General Manager Jon Sterling, Director Armstrong and the Board Secretary Jennifer Flores were all in attendance at the July 10th meeting, which was regarding the cars and not one of them had said at that meeting that the vehicles had been purchased in June and by the August 14th meeting that the vehicles would be on the District property. How transparent is that?..."

Office Manager/ Board Secretary Jennifer Flores stated, "My transparency was just questioned and for the record, I had nothing to do with the purchase of the vehicles nor had any knowledge at that meeting of any vehicle purchase, to imply that I had some information about them being purchased and did not say anything at the public meeting is incorrect..."

Consent Calendar

- A. Approve Minutes from the September 11, 2017 Regular Meeting
- B. Approve Minutes from the September 22, 2017 Special Meeting

Motion

Director Wemmer moved, seconded by Director Armstrong, and the motion passed unanimously to approve the consent calendar.

Presentation of Draft Sewer Rate Study by Bartle Wells

A. Receive Presentation

Doug Dove with Bartle Wells presented the draft Sewer Rate Study to the Board via teleconference. Mr. Dove discussed the various options for the Sewer Rate Study. A discussion ensued between the Board, staff, and public.

B. Board to Provide Direction

Director Wemmer stated that he would like to pursue getting grants to help with the cost of the sewer system upgrade. Director Armstrong stated that he would like to hear the public's opinion on what they would like to happen. Director Swan stated that he would like a line item added for debt service to be a separate item. He also stated that no additional time should be spent on the no grant scenario. A discussion ensued between the Board, staff, and public.

Consider for Approval Electronic Message Sign Installation at Lift Station 16

Bob Asquith presented the item to the Board and stated that having the changeable message sign is a good way to warn the public of traffic hazards, Yosemite Park road conditions, and events going on within the community. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to install electronic message sign at Lift Station 16.

Consider for Approval Publishing Board Seat Vacancy Announcement in the Union Democrat

Ms. Flores presented the item to the Board and stated that at the last meeting, the Board directed staff to supply different scenarios for publishing the Board vacancies in the Union Democrat. Ms. Flores explained the cost and differences in the ads. A discussion ensued between the Board, public, and staff.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to not run an ad in the Union Democrat.

Consider for Approval District Vehicle Replacement Policy

Director Swan presented the item to the Board and stated that a policy is being implemented based on the last vehicle purchase issue. A discussion ensued between the Board, staff, and public. Director Swan directed staff to add this new policy to the Purchasing Procurement section of the OPPM.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to approve the District vehicle and equipment policy.

Consider for Approval Authorizing the General Manager to Execute Installment Payment Agreement

Ms. Flores presented the item to the Board. She stated that it is District Policy to lock off a customer's meter when they have not paid their past due balance by the 15th of the following month in which payment was due. She further stated that the agreement in front of the Board for approval suspends this policy and allows customers who experience very high utility bills due to water loss to enter into an extended payment agreement and avoid being locked off. A discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the General Manager to execute the installment payment agreement.

Consider for Approval Band's Request to Have Certificate of Liability Requirement Waived to Practice in the Park

Ms. Flores presented the item to the Board. She stated that the item is a request from a local band that would like to practice at the park, but would like to have the certificate of liability requirement waived. District staff contacted legal counsel per the Board's request and legal counsel advised against it because it can open the District up to liability. A discussion ensued between the Board, staff, and public.

Motion

No vote.

Consider for Approval Revised Public Records Policy

Ms. Flores presented the item to the board and stated that the District has been receiving public records requests for records to be delivered electronically. The District's current policy reflects that of the California Public Records Act which states that the District must supply paper copies of the request. Staff has revised the current policy to allow the District to distribute records electronically if it exists electronically at the time of the request and a max of two pages will be provided electronically. The Board revised the proposed policy to reflect that the District can send a max of two documents not two pages. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to adopt the revised public records policy with the changes discussed.

Consider for Approval Letter of Commitment as Participating Jurisdiction in Tuolumne County Multi-Jurisdictional Hazard Mitigation Planning

General Manager Jon Sterling presented the item to the Board. He stated that every five years participating agencies are required to update their hazard mitigation plan. Director Swan stated that the letter needs to be in the format of a resolution and requested that Traci Riggs with the county revise it and resubmit to the District. A discussion ensued between the Board, staff, and public.

Motion

No motion.

Consider for Approval Appointing Board Member to NDRC Operational Stakeholders Advisory Committee

Director Swan presented the item to the Board and stated that he has attended past meetings for NDRC and he will accept appointment. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to appoint Director Swan to the NDRC Operational Stakeholders Advisory Committee.

Consider for Approval Appointing New Vice President

Director Swan presented the item to the Board and stated that the Board needs to appoint a new Vice President in case the President is not present to chair the meetings. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to appoint Director Wemmer as the Vice President for the remainder of the year.

Information Items

Discuss General Manager Recruitment Process

Director Swan presented a timeline of the General Manager Recruitment process. A discussion ensued between the Board, staff, and public.

Director Wemmer to Read Prepared Statement Regarding District Status and Accomplishments

Director Wemmer read a prepared statement regarding the major accomplishment the District has made in the last several years.

Discuss Upcoming Sewer Rate Workshop

Ms. Flores presented the item to the Board and stated that the Sewer Rate Workshop is being held on November 18th at 6:00 p.m.

Discuss Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan

Mr. Sterling presented the item to the Board and stated that in order for the District to stay eligible for grants and other funding the District must participate in the Hazard Mitigation Plan.

Discuss CalPERS Smoothing Policy Fund

Mr. Sterling presented the item to the Board and discussed the new policy and its impact on the District. A discussion ensued between the Board, staff, and public.

Discuss Skate Park Maintenance

Mr. Sterling presented the item to the Board and stated that the Friends of the Groveland Skate Park asked at the last meeting what the District is willing to invest into the Skate Park. The Board agreed that the District will continue to do the small maintenance unless otherwise directed. A discussion ensued between the Board, staff, and public.

Director Armstrong left meeting at 2:52 p.m.
Director Armstrong returned at 2:53 p.m.

Update on District Grants

Mr. Sterling updated the Board on the current status of District grants.

Ad Hoc Committees Reports

- A. **Board of Director's Policy Manual (Director Swan)**
Committee disbanded.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**
No Report.
- C. **Fire Department (Directors Armstrong & Wemmer)**
No report. Next meeting scheduled for October 18th at 9:00 a.m.
- D. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
Director Swan will bring in documents to have typed by staff.
- E. **General Manager Recruitment Committee (Director Swan)**
Committee disbanded.

Standing Committee Reports

- A. **Park Committee (Directors Wemmer)**
Director Wemmer presented the item and stated that the Playground Grand Opening was a success. A discussion ensued between the Board, staff, and public.
- B. **Water Conservation (Director Swan)**
Ms. Flores stated the water conservation poster prizes needed to be delivered to the students who won.
- C. **Finance Committee (Director Swan)**
Next meeting will be announced at the next regular Board meeting.

Director Armstrong left the meeting at 3:06 p.m.
Director Armstrong returned at 3:07 p.m.

Staff Reports

- A. **General Manager's Comments**
No report.
- B. **Operations and Maintenance**
Operations and Maintenance Manager Luis Melchor presented the item to the Board and stated that the District will be conducting smoke testing on October 23rd and 24th.
- C. **Admin/Finance**
 - a. **List of April Payables**
No report.

Director Comments

Director Armstrong thanked staff for their hard work.

Director Swan thanked the public for attending the meeting.

Adjournment

Motion

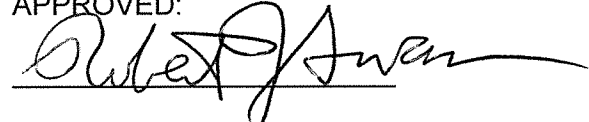
Director Wemmer moved, seconded by Director Armstrong, and the motion passed unanimously to adjourn the meeting at 3:10 pm.

ATTEST:



Jennifer Flores, Board Secretary

APPROVED:



Robert Swan, President