

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
January 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, Bruce Carter, Vice President, Maureen Grierfer, 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 am.

Absent: Director Armstrong

Public Comment

None.

Agenda Approval

Motion

Director Carter moved, seconded by Director Wemmer, to approve the agenda as submitted.

Staff requested to move Info Item 8 after Item 2.

Vote

Noes: Directors Swan, Carter, Wemmer, and Grierfer

Absent: Director Armstrong

Motion

Director Carter moved, seconded by Director Wemmer, and the motion passed to approve the agenda as amended to reflect staff's request to move Item 8 after Item 2.

Ayes: Directors Swan, Carter, Wemmer, and Grierfer

Absent: Director Armstrong

Information Item

Presentation by Cal Fire

- A. Schedule "A" Amendment Regarding Personnel Cost Increases
Chief Avila presented the schedule "A" Amendment cost increase breakdown to the Board. A discussion ensued between the Board and Chief Avila.

Director Carter asked to schedule a meeting to discuss the possible relocation of the Groveland Fire House. A meeting was scheduled for Friday, January 13th at 1:00 pm.

- B. Discussion Regarding Fire Budget and Cal Fire Labor Rate Increase
Chief Avila stated that nothing has been formally decided and will inform the District once accurate information has been received.

Update on LS 10 Sanitary Sewer Overflow

General Manager Jon Sterling presented the item to the Board. He stated there was a force main failure at Lift Station 10 on Wednesday, December 28th. He further stated that staff made the repair, reported the incident, and disinfected the entire area.

Operations and Maintenance Manager Luis Melchor briefed the Board on the incident. A brief discussion ensued between the Board and staff.

Action Items to be Considered by the Board of Directors

Consent Calendar

- C. Approve Minutes from December 12, 2016 Regular Board Meeting
- D. Approve Minutes from December 19, 2016 Special Board Meeting

A typo was discovered on page three of the December 12, 2016 minutes.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to approve the Consent Calendar with the correction of the typo as mentioned.

Ayes: Directors Swan, Carter, Wemmer, and Grier

Absent: Director Armstrong

Consider for Approval Letter to be Sent to CALNET

Office Manager and Board Secretary Jennifer Flores presented the item to the Board. She stated the California Department of Technology offers negotiated reduced rates for government agencies. Once approved, the District would be able to receive a reduced rate for services provided from AT&T. A brief discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to approve and send letter to CALNET.

Ayes: Directors Swan, Carter, Wemmer, and Grier

Absent: Director Armstrong

Consider for Approval Awarding Contract to Land & Structure to Provide Topographical Surveying Services for the Water Distribution System Improvement Project

Mr. Sterling presented the item to the Board. He stated that surveying is the next step to identify the existing water lines and to potentially relocate the main water line. He further stated the funds would be coming from the Prop 1 planning grant for Big Oak Flat /Downtown Groveland Water Line Replacement. A discussion ensued between the Board and staff.

Motion

Director Carter moved, seconded by Director Wemmer, and the motion passed to approve Awarding Contract to Land & Structure to Provide Topographical Surveying Services for the Water Distribution System Improvement Project in the Amount of \$57,420.

Ayes: Directors Swan, Carter, Wemmer, and Grier

Absent: Director Armstrong

Information Items

Review Revised Water Ordinance and Direct Staff to Begin Formal Document Adoption Process

The Board went through the Ordinance draft and discussed needed changes.

Director Swan asked for any objection from the Board regarding the direction given to staff. There was no objection. Staff was directed to insert Amendment No.1 into Ordinance, correct the minor grammatical issues, and to move forward with formal adoption process.

Update on District Grants

Lift Station 16

Mr. Sterling stated that coating of the wet and dry well has been completed. Electrical work has been delayed due to the weather.

Downtown Groveland/Big Oak Flat Water Line Replacement

Mr. Sterling stated that as approved earlier, surveying will be conducted, and meetings will need to be established with Caltrans and AT&T to coordinate the project.

Downtown Groveland/Big Oak Flat Sewer Line Rehabilitation Project

Mr. Sterling stated that the application for the initial construction work is being completed. A presentation for the Board will take place in February.

KaBOOM! Playground Grant

Ms. Flores stated that a timeline has been created by the Park committee, and an additional grant has been submitted to Lowe's Home Improvement for the surfacing of the playground.

Discuss Finalizing Calendar Year 2017 Committee Member Assignments

Director Grier was appointed to the Board of Director's Policy Manual Committee and Finance Committee.

2. Ad Hoc Committees Reports

- A. **Board of Director's Policy Manual (Director Swan & Grier)**
No report.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**
No report.
- C. **Survey Committee (Directors Carter & Armstrong)**
Director Carter stated that the current billing invoices include the survey flier.
- Budget Committee (Directors Swan & Grier)**
Meeting set for January 17th at 9:00 am.
- D. **Fire Department (Directors Carter & Armstrong)**
Meeting set for January 13th at 1:00 pm.
- E. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
Meeting set for January 19th at 10:00 am.
- F. **General Manager Recruitment Committee (Directors Carter & Grier)**
Meeting set for January 17th at 10:00 am.

Standing Committee Reports

A. Park Committee (Directors Wemmer & Grierfer)

Director Wemmer stated discussions involving the Ballfield and the feasibility of GAP running and maintaining the ballfield have been discussed. He further stated the Park Master plan is being revised.

B. Water Conservation (Directors Swan & Carter)

Next meeting will occur January 17th at 8:00am.

Director Carter left the meeting at 10:59 am.

C. Finance Committee (Director Swan & Grierfer)

Director Swan requested that meetings occur on a quarterly basis. Staff will send email of quarterly endings, meetings will be scheduled accordingly.

Staff Reports

A. General Manager's Comments

Mr. Sterling stated AWS is in its seventh day of operation, and that staff has been able to meet demand. The wastewater treatment plant received significant flows with the heavy rain fall, causing staff to work longer hours to maintain the plant.

B. Operations and Maintenance

The Operations Report was presented to the Board.

C. Admin/Finance

a. List of December Payables

Ms. Flores presented the item to the Board. She also announced that new Administrative staff member, Amanda Livingston had started. She further stated that cross training is still taking place with Accounts Payables and Utility Billing.

Director Comments

None.

Adjournment

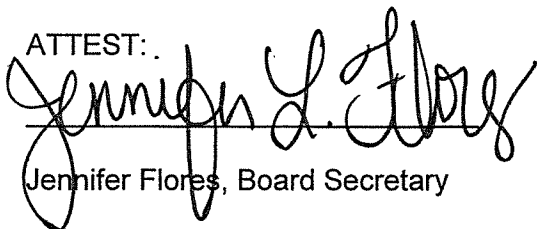
Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed to adjourn the meeting at 11:07 am.

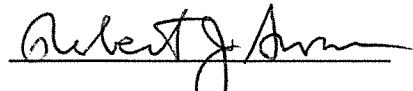
Ayes: Directors Swan, Wemmer, and Grierfer

Absent: Directors Armstrong and Carter

ATTEST:


Jennifer Flores, Board Secretary

APPROVED:



Robert Swan, President