

**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 15, 2013  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Steve Perreira, President, Virgil McVicker Vice President, John Armstrong, and Scott Wemmer being present.

Director Perreira called the meeting to order at 10:02am.

**Agenda Approval**

Motion

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

**Consider Re-Allocation of Budget Funds for Purchase of Replacement Submersible Pumps for Lift Stations**

Operations and Maintenance Manager Jon Sterling presented the item to the Board.

Motion

*Director McVicker moved, seconded by Director Armstrong, and the motion passed unanimously to direct staff to transfer \$20,777.29 from line item 060-300-71-150-00 to capital projects line item 060-800-80-586-00.*

**Consider Appointing O&M Manager Jon Sterling to Interim General Manager in Addition to his Current Responsibilities**

Director Perreira presented the item to the Board and stated that the item needed to be discussed in closed session.

**Consider options to fill the Board position of former Director Joe Riley**

Director Perreira presented the item to the Board. A discussion ensued between the Board, staff, and members of the public. District Counsel Vicki Hartigan joined the meeting at 11:08am and provided clarification to the Board with regard to the methods available to fill the vacancy.

Motion

*Director Perreira moved, seconded by Director Wemmer, and the motion passed unanimously that the process for the selection of a new Board member shall be to first consider an appointment at a meeting including a poll of the members of the public that is advisory only and should there be an impasse, the Board shall go to an election.*

Motion

*Director Perreira moved, seconded by Director Wemmer, and the motion passed unanimously to allocate an expenditure of funds for advertising for the open seat not to exceed \$500.00 and that the money come from the Board Member Compensation line item.*

Motion

*Director Perreira moved, seconded by Director Wemmer, and the motion passed unanimously to form an ad hoc committee consisting of at least one Board member and staff as required, for administrative purposes only with respect to the timeline, legality, etc., including advertising for the appointment of a Board member to the vacant seat.*

The Board took a lunch break at 12:21pm.

The Board reconvened at 1:02pm.

**Continued Item: Consider Taking Steps to Initiate the Search for and to Select a New General Manager, Including Definition of the Process**

Director Perreira presented the item to the Board. A discussion ensued between the Board, staff, and members of the public.

Motion

*Director Wemmer moved, seconded by Director McVicker, and the motion passed unanimously to create an ad hoc committee composed of two Board members along with staff member Jon Sterling, to restructure the job description of the General Manager to include job duties and a salary scale and bring it back to the Board at the next regular meeting.*

A consensus was reached by the Board to appoint a General Manager Selection *Ad Hoc* Committee comprised of Director Wemmer being the chair, Director Perreira, and staff member Jon Sterling being the other members of the committee.

Motion

*Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to continue the item to the next meeting.*

**Continued Item: Consider forming an ad hoc committee to conduct a confidential survey of employees to serve as an advisory to the Board regarding the GCSD work environment, including selection of key topics to query. (This process was popular with employees and proved useful 2 years ago when Directors Schaap and Armstrong conducted personal interviews)**

Motion

*Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to continue the item to the next meeting.*

**Information Items**

**Continued Item: Report from impromptu meeting – regarding Board members meeting with employees for their Comments, Questions, and Answers on Friday, May 10, 12:30 PM, on the District Lawn**

Directors Perreira and McVicker presented their report to the Board with regard to the meeting that was held with District employees.

**Director Comments**

Director McVicker commented that he received a report from contracted employee Roger Moran, CPA with regard to his first week’s assessment of Admin staff and felt the current accounting staff was capable of handling all duties and responsibilities.

The Board convened into closed session at 2:40pm.

**Closed Session**

- A. Public Employee Appointment/Employment/Discipline/Dismissal/Release Pursuant to Govt. Code Sec. 54957 (b) (1) - 1 item

The Board convened into open session at 5:42pm.

**Report out of Closed Session**

Director Perreira announced that the Board reached an agreement with O&M Manager Jon Sterling to be promoted in conjunction with his current duties, to assume the duties of Interim General Manager.

Motion

*Director Perreira moved, seconded by Director Armstrong, and the motion passed unanimously that the length of time for the Interim General Manager position will be six months or until a new general manager is hired, whichever is less. The scope of duties include fulfilling the roles of both Interim General Manager and O&M Manager, and that Mr. Sterling will receive no additional pay for the extra duties as requested by Mr. Sterling.*

**Adjournment**

*Director Armstrong moved, seconded by Director Wemmer, and the motion passed unanimously to adjourn the meeting at 5:46pm.*

APPROVED:

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Steve Perreira, President

ATTEST:

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Jennifer L. Flores, Board Secretary