

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
SEPTEMBER 10, 2019
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, Robert Swan, Spencer Edwards, and John Armstrong being present. Also present was Administrative Services Manager Jennifer Flores, Operations Manager Luis Melchor, and General Manager Pete Kampa.

Call to Order

Director Kwiatkowski called the meeting to order at 10:01am.

Approve Order of Agenda

Motion

Director Armstrong moved, seconded by Director Edwards and the motion passed unanimously to approve the order of the agenda.

Public Comment

None.

Information Items Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda. Public comments will be taken after each report is provided.

A. Staff Reports

- i. Fire Department Report
- ii. General Manager's Report
- iii. Operations Manager's Report
- iv. Administrative Services Manager's Report

B. Community Relations Consultant's Report

C. Park Advisory Committee Report

Consent Calendar

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

A. Approve Minutes from the August 13, 2019 Regular Meeting

B. Accept August Payables

C. Waive Reading of Ordinances and Resolutions Except by Title

Motion

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

Old Business

(Items tabled or carried forward from a previous meeting to be considered on this agenda. The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action)

- A. None.

Discussion and Action Items

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- A. Adoption of Resolution 37-19 Accepting the CAL FIRE Volunteer Fire Assistance (VFA) Grant in the Amount of \$3,300

Motion

Director Edwards moved, seconded by Director Armstrong and the motion passed unanimously to approve the attached resolution allowing the Groveland Community Services District to accept the Volunteer Fire Assistance Grant in the amount of \$3,300.00 and to authorize the General Manager to sign any subsequent documents pertaining to the grant.

- B. Review and consensus on a First Draft Park Improvement Project List and Project Selection Criteria as Established by the GRACE Committee

Motion

Director Armstrong moved, seconded by Director Mora and the motion passed unanimously to approve the Preliminary List of Park Improvement Projects and the Project Selection Criteria Established by the GRACE Committee.

- C. Accept Financing Quote from the Special District Finance Authority for the 2019 Wastewater Treatment Plant Improvements, including Replacement Headworks and Related Work, and Direct the General Manager to Submit Loan Application Materials

No action was taken.

- D. Adoption of Resolution 38-19 A Resolution Amending the District Banner Policy to allow for the Waiver of Certain Associated District Fees for Organizations that Provide a Significant Alternate Contribution to District Services, Facilities or Revenues

Motion

Director Swan moved, seconded by Director Edwards and the motion passed unanimously to adopt Resolution 38-19, A Resolution Amending the District Banner Policy to Allow for the Waiver of Certain Associated District Fees for Organizations that Provide a Significant Alternate Contribution to District Services, Facilities or Revenues, in excess of ten (10) times the amount of the established fee.

- E. Adoption of Resolution 39-19, A Resolution of the Board of Directors of the Groveland Community Services District Authorizing Agreement With Umpqua Bank to Participate in the CSDA District Purchasing Card Program

Motion

Director Armstrong moved, seconded by Director Kwiatkowski and the motion passed unanimously to adopt Resolution 39-19, A Resolution of the Board of Directors of the Groveland Community Services District Authorizing Agreement with Umpqua Bank to Participate in the CSDA District Purchasing Card Program.

- F. Approve Holding Movies in the Park, Purchase of Equipment, and Sponsorship Policy

Motion

Director Armstrong moved, seconded by Director Swan and the motion passed unanimously to approve the Sponsorship/Donor Policy.

Motion

Director Swan moved, seconded by Director Armstrong and the motion passed unanimously to approve holding Movies in the Park and the proposed Equipment List as outlined based on the premises that the funds to support the event are provided by donations and sponsorships.

- G. Authorize Staff to Reclassify Uncollectible Billings Receivable in the Amount of \$622.02 to Bad Debt Expense

Motion

Director Armstrong moved, seconded by Director Swan and the motion passed unanimously to authorize staff to reclassify Uncollected Billings Receivable in the amount of \$622.02 to Bad Debt Expense.

- H. Consider Establishment of a Second Board Meeting, to be Held on a Quarterly Basis, to Increase Meeting Efficiency and Public Transparency for Reports, Presentations, Workshops, Management Objective Reports and Updates, and Planning Activities

Motion

Director Armstrong moved, seconded by Director Kwiatkowski and the motion passed unanimously to establish a second Board meeting to be held on the fourth Tuesday for the months of January, October, April and July; for the primary purpose of receiving staff reports and informational presentations, conducting workshops, receiving reports on accomplishments and department activities, updating management objectives and conducting planning activities.

The Board convened into closed session at 1:08pm.

Closed Session (Public may comment on closed session item prior to Board convening into closed session)

- A. Public Employee Performance Evaluation
Pursuant to Govt. Code Sec. 54957
Title: General Manager

The Board reconvened into open session at 1:41pm.

Announcement of Reportable Action Taken in Closed Session

Director Kwiatkowski announced there was no reportable action taken in closed session.

Adjournment

The meeting was adjourned at 1:41pm.

ATTEST:


Jennifer Flores, Board Secretary

APPROVED:


Janice Kwiatkowski, President