

**SPECIAL MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
April 12, 2019  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Janice Kwiatkowski, President, Nancy Mora, Vice President, John Armstrong, Spencer Edwards, and Robert Swan 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 10:09am.

**Approve Order of Agenda**

The Board approved the order of the agenda by consensus.

**Public Comment**

A member of the public asked how the District would pay for the implementation of the salary schedule as proposed in the Koff and Associates report.

**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. President's Report
  - i. Fire Services Evaluation and Funding

**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 March 12, 2019 Regular Meeting
- B. Accept March Payables
- C. Waive Reading of Ordinances and Resolutions Except by Title
- D. Adoption of a Resolution Ratifying the Award of Contract to Smith Construction Company, Inc. for the Fire Department Approach Renovation Project
- E. Adoption of a Resolution Approving an Updated Multi-Jurisdictional Local Hazard Mitigation Plan
- F. Adoption of a Resolution Removing Drought Water Restrictions and Implementation of Water Use Requirements Consistent with Those of the State
- G. Approval of a Process for Evaluation of the Performance of the General Manager

**Motion**

*Director Armstrong moved, seconded by Director Edwards, 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. Adoption of a Resolution Accepting the Compensation Survey Prepared by Koff and Associates and Directing the Development of an Implementation Plan for Revised Salaries

### Motion

*Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to approve Resolution 12-19, Accepting the Compensation Survey Prepared by Koff and Associates and Directing the Development of an Implementation Plan for Revised Salaries with the discussed modifications as agreed upon.*

The Board moved Item 6I up for consideration to accommodate the county representative in attendance.

Item 6I: Consideration of Offer to Tuolumne County to Purchase Groveland Townsite Common Land

No Board action taken on Item 6I.

- B. Adoption of a Resolution Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing

### Motion

*Director Swan moved, seconded by Director Mora, and the motion passed unanimously to adopt Resolution 11-19 Approving a Revised Policy Providing Requirements for District Staff Use of Credit Cards for General Purchasing.*

## 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. Appointment of a District Representative(s) for the Purpose of Union Negotiations with Operating Engineers Local #3

### Motion

*Director Swan moved, seconded by Director Kwiatkowski, and the motion passed unanimously appoint District General Manager and Administrative Services Manager as the District Representatives for the Purpose of Union Negotiations with Operating Engineers Local #3.*

- B. Adoption of a Resolution Approving Agreement with Granicus for Board Meeting and Agenda Management Services, and Approving the Purchase of Related Video Equipment

No Board action taken on Item 6B.

- C. Adoption of a Resolution Approving Application(s) for Per Capita Grant Funds Through the State Department of Parks and Recreation

### Motion

*Director Mora moved, seconded by Director Armstrong, and the motion passed unanimously to adopt Resolution 14-19 Approving Application(s) for Per Capita Grant Funds through the State Department of Parks and Recreation.*

- D. Adoption of a Resolution Approving Agreement with California CAD Solutions, Inc for the Preparation and Publication of a Dash GIS Site to Display District Boundaries and Assessors Parcels/Information; to Serve as the Base Site for Digital Infrastructure Maps

Motion

*Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to adopt Resolution 15-19 Approving Agreement with California CAD Solutions, Inc. for the Preparation and Publication of a Dash GIS Site to Display District Boundaries and Assessors Parcels/Information; to Serve as the Base Site for Digital Infrastructure Maps.*

- E. Adoption of a Resolution Approving Agreement with AquaSierra Controls, Inc for the Evaluation of all District Computers and Related Software, Licenses, Operational Status, Replacement Needs, Perform Software Updates and Staff Training, Develop System Schematic and Identify Improvement Needs

Motion

*Director Armstrong moved, seconded by Director Mora, and the motion passed unanimously to adopt Resolution 16-19 Approving Agreement with AquaSierra Controls, Inc. for the Evaluation of all District Computers and Related Software, Licenses, Operational Status, Replacement Needs, Perform Software Updates and Staff Training, Develop System Schematic and Identify Improvement Needs.*

- F. Adopting of a Resolution Approving Agreement with Citygate Associates for the Update of the Fire Department Master Plan, and Establishment of Services Standards and a Deployment Plan

Motion

*Director Edwards moved, seconded by Director Armstrong, and the motion passed unanimously to adopt Resolution 17-19 Approving Agreement with Citygate Associates for the Update of the Fire Department Master Plan, and Establishment of Services Standards and a Deployment Plan.*

- G. Adoption of a Resolution Recognizing the Creation of a Community Emergency Response Team (CERT) and Providing Certain Support and Insurance

Motion

*Director Swan moved, seconded by Director Edwards, and the motion passed unanimously to adopt Resolution 18-19 Recognizing the Creation of a Community Emergency Response Team (CERT) and Providing Certain Support and Insurance.*

- H. Consideration of Nomination of Candidates for the Board of Directors of California Special Districts Association and Special District Risk Management Authority

Motion

*Director Mora moved, seconded by Director Edwards, and the motion passed unanimously to adopt Resolution 20-19 nominating Director Swan as a candidate for election to the Special District Risk Management Authority Board of Directors.*

Motion

Director Edwards moved, seconded by Director Armstrong, and the motion passed unanimously to nominate Director Mora as a candidate to the California Special Districts Association Board of Directors.

- I. Consideration of Offer to Tuolumne County to Purchase Groveland Townsite Common Land

Moved up for consideration after Item 5A. No Board action taken.

- J. Approval of a Consulting Services Contract Change Order with Koff and Associates for the Development of Updated Job Classifications

Motion


Director Kwiatkowski moved, seconded by Director Armstrong, and the motion passed unanimously to approve a Consulting Services Contract Change Order with Koff and Associates for the Development of Updated Job Classifications.

**Adjournment**

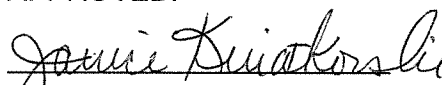
Motion

Director Swan moved, seconded by Director Mora, and the motion passed unanimously to adjourn the meeting at 1:49pm

ATTEST:

  
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Jennifer Flores, Board Secretary

APPROVED:

  
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Janice Kwiatkowski, President