

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
May 8, 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, Maureen Grierfer, Scott Wemmer, Nick Stauffacher, and John Armstrong being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

Call to Order

Director Swan called the meeting to order at 10:00 am.

Public Comment

None.

Agenda Approval

Director Swan requested to add "Waive Reading of Ordinances and Resolutions Except by Title" to the Consent Calendar.

Motion

Director Swan moved, seconded by Director Grierfer, and the motion passed unanimously to approve the agenda as amended.

Action Items to be Considered by the Board of Directors

Administer Oath of Office to Newly Appointed Director Nicholas Stauffacher

Office Manager/Board Secretary Jennifer Flores administered the Oath of Office to Nicholas Stauffacher.

Consent Calendar

- A. Approve Minutes from the April 4, 2017 Special Meeting
- B. Approve Minutes from the April 10, 2017 Special Meeting
- C. Approve Minutes from the April 10, 2017 Regular Meeting
- D. Approve Minutes from the April 25, 2017 Special Meeting
- E. Waive Reading of Ordinances and Resolutions Except by Title.

Motion

Director Armstrong moved, seconded by Director Grierfer, and the motion passed unanimously to approve the Consent Calendar.

Consider for Approval Matching Sonora Area Foundation Grant of \$17,000 for the Surfacing Material for the New Playground in Mary Laveroni Park

Ms. Flores presented the item to the Board. She stated that the poured in place surfacing material for the playground received a partial grant of \$17,000 from the Sonora Area Foundation with the condition that the District would match the additional \$17,000 needed to complete the project. A long discussion ensued between the Board, a member of the public, and staff.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve Matching Sonora Area Foundation Grant of \$17,000 for the Surfacing Material for the New Playground in Mary Laveroni Park.

Consider for Approval Contracted Controller and Accounting Services Agreement Between Groveland Community Services District and Gilbert Associates, Inc.

Ms. Flores presented the item to the Board. She stated that the Board annually approves the agreement with Gilbert and Associates. This year the agreement has been extended until 2019, and the terms and pricing remain the same.

Director Griefer requested that names of signers be printed below the signature line due to the fact that most signatures are difficult to read. She further requested under *Section R: Litigation*, that the hourly rates be specified.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to approve the Contracted Controller and Accounting Services Agreement Between the Groveland Community Services District and Gilbert Associates, Inc. with the requested changes made.

Consider for Approval Rejecting Bids Received for the Big Creek Clearwell Project as the Potential of the Project being Covered by Grant Funds has been Raised

General Manager Jon Sterling presented the item to the Board. He stated that the District previously was informed that this project was not eligible for grant funding as Pine Mountain Lake exceeded the median household income requirement. This has since changed, and the State is now grouping Pine Mountain Lake and Groveland together which brings the median household income down to meet the grant eligibility requirements. He recommendation that the Board reject the bids, and apply to secure the grant funding. A long discussion ensued between the Board, a member of the public and staff.

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to Reject the Bids Received for the Big Creek Clearwell Coating Project Due to the Possibility of Grant Funds and Instruct Staff to Apply for Grant Funds from the State Revolving Fund for the Rehabilitation of the Big Creek and Second Garrote Clearwells.

Consider for Approval Resolution 3-17, A Resolution of the Board of Directors of the Groveland Community Services District Accepting the Construction Improvements for the Lift Station #16 Rehabilitation and Authorizing the General Manager to File a Notice of Completion with the County of Tuolumne's Records' Office

Mr. Sterling presented the item to the Board. He stated RTC Construction has finished the project and commended the work performed on the project. He discussed the challenges faced with receiving grant funding through the Integrated Regional Water Management Authority, as reimbursement can take up to six months or longer. A brief discussion ensued between the Board and staff.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Resolution 3-17, A Resolution of the Board of Directors of the Groveland Community Services District Accepting the Construction Improvements for the Lift Station #16 Rehabilitation

and Authorizing the General Manager to File a Notice of Completion with the County of Tuolumne's Records' Office.

Consider for Approval FY 2017-18 District Wide Budget

Mr. Sterling presented the item to the Board. He stated the budget was distributed at the last regular meeting as an informational item. He further stated that the Board does not have to approve the budget today, to allow time for newly appointed Director Stauffacher to review.

Motion

Director Wemmer moved, seconded by Director Armstrong, and the motion passed unanimously to table the FY 2017-18 District Wide Budget until the June 12, 2017 Regular Meeting.

Receive Update on General Manager Recruitment and Consider the Continued Use of BHI Management Consulting Firm

Mr. Sterling presented the item to the Board. He stated a progress report and summary has been received from BHI, and was included with the submittal. He further stated that GM Recruitment Committee has had discussions regarding their concerns on the remaining budget allotted for the project. A discussion ensued between the Board, staff, and member of the public. The Board directed a letter be sent on behalf of the committee to Mr. Ives requesting the following:

The Board instructed staff to contact BHI and request the following:

- The Board requests a candidate list to date.
- The Board requests copies of work product to date.
- Clarification of his plans going forward.
- To further breakdown invoices to include specifics
- Document hours-What is the hourly rate?
- Will an Ad be placed in the Union Democrat?

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Authorize the GM Recruitment Committee to Contact BHI with an Explanatory Letter of the Board's Position, and What the Board Expects from BHI; The Board Authorizes Staff to Withhold Further Progress Payments on Invoices Until a Response of the Letter is Received, in Addition to Clarification of Invoices.

Consider for Approval Appointing New Board Vice President

Motion

Director Stauffacher moved, seconded by Director Wemmer, and the motion passed to Appoint Director Griefer as Vice President.

Ayes: Directors Swan, Stauffacher, Wemmer, and Armstrong

Abstain: Director Griefer

Information Items

Discuss Upcoming SFPUC 100 Day Outage Scheduled to Begin November 1, 2018 and Update on AWS and Tank 2 Project

Mr. Sterling presented the item to the Board. He stated The City and County of San Francisco has developed a 10 year plan to address the failing infrastructure of the Hetch Hetchy Mountain

Tunnel. The rehabilitation will cause significant outages to the District, and SFPUC has sent notification that November 1, 2018 will be the first of a 100 day shut down. He further explained additional steps staff is making to prepare for the outage, and his ideas for an alternative ground water source. A brief discussion ensued between the Board, staff, and a member of the public.

Review and Discuss CAL FIRE Contract Update

Mr. Sterling presented the draft agreement to the Board. He further mentioned that CAL FIRE agreements are presented as a "worst case scenario", and figures are forecasted using highest paid staffing. Chief Avila will make the presentation to the full Board at the June regular meeting. A brief discussion ensued between the Board, staff, and a member of the public.

Update on District Grants

Ms. Flores presented the item to the Board. She stated the survey work for the Big Oak Flat/Downtown Groveland Water Distribution Project survey work has been completed, however Big Oak Flat has been a challenge due to the lack of valves that were not originally installed.

KaBOOM Grant: Staff along with the Park Committee will start planning for the fundraiser.

Diversion Flume Grant: The process is moving quickly, and the survey work has been completed. Scope of work is expected to be complete and available this month.

Update on IRWMP

Ms. Flores presented the update from the Water Advisory Committee.

Update on Sewer Rate Study

Mr. Sterling presented the item to the Board. He stated the consultants have prepared the scenarios the Board requested. He further stated the numbers for capital improvements are lower than what staff had anticipated. The total Improvement needs for the District are around 63 million dollars to perform the needed upgrades to the Sewer Collection System. A conference call is scheduled for May 9th, to further discuss the affordability index.

Ad Hoc Committees Reports

- A. **Board of Director's Policy Manual (Director Swan)**
No report.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**
No report. Meeting scheduled 5/11 at 9:00 am.
- C. **Survey Committee (Directors Grier & Armstrong)**
Meeting will be scheduled on 5/11 at 8:00 am.
- D. **Budget Committee (Directors Swan & Grier)**
No report.
- E. **Fire Department (Directors Armstrong & Wemmer)**
Meeting will take place on 5/11 at 10:00 am.
- F. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
Director Swan stated the committee met, and a draft has been started.
- G. **General Manager Recruitment Committee (Directors Swan & Grier)**
Item was discussed in the Action item.

Standing Committee Reports

- A. **Park Committee (Directors Wemmer & Grier)**
Director Wemmer presented to the Board. He stated the committee discussed the Dog Park, which was not on the Agenda at its last meeting, and therefore will not

discuss the item with the full Board. To be in compliance with the Brown Act, the committee will include an "Any other park related items" line on agendas going forward to cover issues brought by members of the public.

Mr. Sterling stated that if a repair is not made soon, the Skate Park will need to be closed due to liability issues.

B. Water Conservation (Director Swan & Stauffacher)

Director Stauffacher was appointed to the committee. Mr. Sterling stated the District is at 15% overall water conservation compared to the same time period of 2013. The month of April had an overall 41% conservation rate.

C. Finance Committee (Director Swan & Director Griefer)

Director Swan stated the committee met.

Staff Reports

A. General Manager's Comments

Mr. Sterling stated that SFPUC has disclosed that the worst section of the Mountain Tunnel is between Big Creek and Second Garrote. He further stated a 4 inch main line break occurred in downtown on Ponderosa St.

B. Operations and Maintenance

Mr. Sterling stated that both departments are fully staffed; he said the crew is green, but he is happy with the work being produced.

C. Admin/Finance

a. List of April Payables

Ms. Flores presented the 3rd Quarter Financials to the Board. She discussed the revisions made through the Finance Committee, and discussed specific increases in each fund. She further stated that will be attending a Biomass Facility workshop along with the Operations and Maintenance Manager on May 16 & 17th. Additionally, she thanked the Board for their support in the Grant match for the playground project.

Director Comments

Director Armstrong welcomed Director Stauffacher to the Board, and thanked staff for their continued effort in grant preparation.

Director Wemmer congratulated and welcomed Director Stauffacher, and congratulated Director Griefer on her appointment to Vice President.

Director Griefer welcomed Director Stauffacher.

Director Swan asked staff for clarification on the correspondence received from the County in response to the allocation of property taxes.

Adjournment

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to adjourn the meeting at 1:07 pm.

ATTEST:
Jennifer L. Flores
Jennifer Flores, Board Secretary

APPROVED:

Robert J. Swan
Robert Swan, President