

**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
May 2, 2013  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in regular session on the above mentioned date with Directors Steve Perreira, President, Virgil McVicker Vice President, Joe Riley, and Scott Wemmer being present. Also present was General Manager/District Engineer Gary Mello.

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

Director Armstrong was absent.

**Public Comment**

No comments.

**Agenda Approval**

**Motion**

*Director Riley moved, seconded by Director Wemmer, and the motion passed to approve the agenda as written.*

*Ayes: Directors Riley, McVicker, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Presentation by a Potential District Counsel Candidate, Daniel Schroeder**

Mr. Daniel Schroeder made a presentation to the Board with regard to his qualifications and experience. A discussion ensued in which the Board, staff, and members of the public asked questions of Mr. Schroeder.

**Action Items to be Considered by the Board of Directors**

**Consent Calendar**

- A. Approve Minutes from the February 7, 2013 Special Meeting
- B. Approve Minutes from the March 7, Regular Meeting

**Motion**

*Director Riley moved, seconded by Director McVicker, and the motion passed to approve the consent calendar.*

*Ayes: Directors Riley, McVicker, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Approval of Conditional Use Permit for YARTS to Use Mary Laveroni Park from May 16<sup>th</sup>-September 15<sup>th</sup>, 2013**

Motion

*Director Riley moved, seconded by Director McVicker, and the motion passed to approve the conditional use permit between YARTS and GCSD allowing YARTS to use Mary Laveroni Park as a designated bus stop effective May 16<sup>th</sup> – September 15<sup>th</sup>, 2013.*

*Ayes: Directors Riley, McVicker, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Interview and/or Hire a CPA Firm Based on Interviews and a Recommendation from the Finance Ad Hoc Committee**

Director McVicker gave a presentation to the Board with regard to his search for a CPA to perform work for the District. CPA Roger Moran was in attendance and gave a presentation to the Board with regard to his experience and qualifications.

Motion

*Director Riley moved, seconded by Director Wemmer, and the motion passed to authorize the general manager and finance committee to bring on Roger Moran on a temporary basis not to exceed \$10,000 and to bring forth a formal engagement agreement including scope of work, hourly rates, etc., to be presented for consideration and approval at the next regular Board meeting.*

*Ayes: Directors Riley, McVicker, Wemmer, and Perreira*

*Absent: Director Armstrong*

**Consider and Authorize Changes to District's Classification and Compensation Plan with Regard to the Executive Assistant/District Secretary Position**

Mr. Mello presented the item to the Board.

Motion

*Director Riley moved, seconded by Director McVicker, and the motion passed to change the position's title back to strictly District Secretary, to assign the Financial Services II wage range schedule to the position and to authorize a 6% wage adjustment based on the position's additional duties and responsibilities.*

*Ayes: Directors Riley, McVicker, Wemmer, and Perreira*

*Absent: Director Armstrong*

**6a) Consider de-authorizing the full-time position of Administration / Finance Manager. The duties combined in this position shall be addressed by means of an organizational chart restructuring**

Director McVicker presented his item to the Board.

**b) Advertise for the Vacant Admin/Personnel/Finance Administrator Position**

Mr. Mello presented his item to the Board.

Motion

*Director Perreira moved, seconded by Riley, and the motion passed to authorize two part time positions not to exceed 28 hours per week; one being an Accounting Administrator position and the other being an Admin/Personnel Administrator position with an assigned wage range schedule of a Financial Services II position.*

*Ayes: Directors Riley, McVicker, Wemmer, and Perreira*

*Absent: Director Armstrong*

Motion

Director Riley moved, seconded by Director Wemmer, and the motion passed to de-authorize the Administrative/Finance Manager position.

Ayes: Directors Riley, McVicker, Wemmer, and Perreira

Absent: Director Armstrong

Motion

Director Riley moved, seconded by Director Wemmer, and the motion passed to advertise for the newly created part-time positions of Admin/Personnel Administrator and Accounting Administrator and to define these positions in coordination with the general manager and the finance committee chair.

Ayes: Directors Riley, McVicker, Wemmer, and Perreira

Absent: Director Armstrong

**Information Items**

**Ad Hoc Committee Reports**

- A. Legal Counsel Options (Directors Armstrong & McVicker)
- B. Water Conservation (Directors Perreira & Riley)
- C. Finance (Directors McVicker & Riley)
- D. Labor Negotiations (Directors McVicker & Wemmer)

**Standing Committee Reports**

- A. Strategic Planning

**Staff Reports General Manager's Comments**

- A. Operations and Maintenance
- B. Fire Department
- C. Admin/Finance Report

Review March 2013 Disbursements

3<sup>rd</sup> Quarter/YTD thru March 31, 2013 General Ledger/Expense vs. Budget

- D. District Counsel Report

**Director Comments**

The Board did not conduct the Informational Items of the agenda prior to closed session.

The Board convened into closed session 3:05pm.

**Closed Session**

- A. Public Employee Discipline/Dismissal/Release  
Pursuant to Section 54957  
Number of matters to be discussed: 1
- B. Conference with Legal Counsel – Significant Exposure to Litigation  
Pursuant to subdivision (b) of Section 54956.9  
Number of matters to be discussed: 2
- C. Conference with Labor Negotiator (Pursuant to Govt. Code Sec. 54957.6)

Agency Negotiator: Attorney Kevin Dale  
Employee Organization: Operating Engineers Local No. 3

Director Riley left closed session at 3:30pm.

The Board reconvened into open session at 3:37pm.

**Report out of Closed Session**

No action taken.

**Ad Hoc Committee Reports**

**A. Legal Counsel Options (Directors Armstrong & McVicker)**

The Board discussed Director Armstrong's absences and the need for the Board to take action to excuse his absences. Director McVicker discussed bringing back a written report to the Board.

**B. Water Conservation (Directors Pereira & Riley)**

No report.

**C. Finance (Directors McVicker & Riley)**

Director McVicker presented his report to the Board.

**D. Labor Negotiations (Directors McVicker & Wemmer)**

Director Wemmer presented his report to the Board.

**Standing Committee Reports**

**A. Strategic Planning**

No report.

**Staff Reports**

**A. General Manager's Comments**

**B. Operations and Maintenance**

**C. Fire Department**

**D. Admin/Finance Report**

i. Review March 2013 Disbursements

ii. 3<sup>rd</sup> Quarter/YTD thru March 31, 2013 General Ledger/Expense vs. Budget

Mr. Mello presented all staff reports to the Board.

**E. District Counsel Report**

No report.

**Adjournment**

*Director McVicker moved, seconded by Director Wemmer, and the motion passed to adjourn the meeting at 4:28pm.*

*Ayes: Directors Pereira, McVicker, and Wemmer*

*Absent: Directors Riley and Armstrong*

APPROVED

ATTEST:

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Jennifer L. Flores, Board Secretary

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Steve Perreira, President