

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
March 13, 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, Bruce Carter, Vice President, Maureen Grier, Scott Wemmer, and John Armstrong being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

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

**Public Comment**

None.

**Agenda Approval**

Motion

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

**Information Items**

**Presentation from Bartle Wells Associates Regarding Sewer Rate Study and Rate Options**

Representatives Doug Dove and Paul Flaherty presented the item to the Board. Capital infrastructure replacement schedules and different rate structure scenarios were discussed. A long discussion ensued between the Board, Mr. Dove, Mr. Flaherty, and staff.

Director Carter requested to show rate payers three scenarios:

1. A pay as you go with a fixed rate structure.
2. Debt Funding Scenario.
3. Minimal CIP investment of \$250,000, and what it means in terms of borrowing in the future.

Additionally, the Board requested that the extended forecast be extended out ten more years.

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Direct Bartle Wells to Use Fixed Rate Scenarios for the Sewer Rate Study.*

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

**Consent Calendar**

- A. Approve Minutes from the February 13, 2017 Regular Board Meeting
- B. Approve Minutes from the February 21, 2017 Special Meeting

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the consent calendar as written.*

**Waive the Second Reading and Adopt Water Ordinance 2-17 Repealing and Replacing Ordinance 2-10 and all Amendments Thereto**

Office Manager/District Secretary Jennifer Flores presented the item to the Board. She stated the Board introduced and waived the first reading of the ordinance at their February 13<sup>th</sup> regular meeting. Staff published the summary of the proposed ordinance in the Union Democrat on March 3<sup>rd</sup>, 2017. She further stated that the Board was waiving the second reading and adopting Water Ordinance 2-17, and that the new ordinance would become effective 30 days from today's date.

Motion

*Director Carter moved, seconded by Director Wemmer, and the motion passed unanimously to Waive the Second Reading and Adopt Water Ordinance 2-17 Repealing and Replacing Ordinance 2-10 and all Amendments Thereto.*

**Consider for Approval Implementing FY 2016/17 Water Rates as Stipulated in the 2015 Water Rate Analysis Engineer's Report**

General Manager Jon Sterling presented the item to the Board. He stated that the 2015 Water Rate Analysis Engineer's Report included a 3% rate increase per year over 5 years. He further stated that the Board does have the ability to adjust the rates as the rate increase was approved using the Prop 218 process.

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Implementing FY 2016/17 Water Rates as Stipulated in the 2015 Water Rate Analysis Engineer's Report.*

**Consider for Approval Implementing Reduced Monthly Water Bond Debt Service Customer Charges**

Ms. Flores presented the item to the Board and stated that the agenda item was presented to the Board at their previous meeting as an information item. She further stated that if the Board approved the item, it would reduce the monthly customer charge for the 2013 Water Bond from \$9.83 to \$6.78 and the 2014 Water Bond from \$10.75 to \$8.79, for a total monthly reduction of \$5.02 between the two.

Motion

*Director Wemmer moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Implementing Reduced Monthly Water Bond Debt Service Customer Charges.*

**Consider for Approval Establishing a Restricted Reserve Account for the Enterprise Funds**

Mr. Sterling presented the item to the Board. He asked the Board to consider opening a water and sewer enterprise fund restricted reserve account, so that funds for capital infrastructure can be transferred in order to apply for grants. He further stated staff is asking the Board to memorialize this, so the potential for the funds to be redirected by future Boards be lessened.

Motion

*Director Armstrong moved, seconded by Director Swan, and the motion passed unanimously to Approve Establishing an Enterprise Funds Infrastructure Replacement Restricted Reserve Account.*

### **Consider for Approval Setting the Salary Range and Benefit Package for General Manager Recruitment Process**

Mr. Sterling presented the item to the Board. He stated that the Board cannot set or consider salary range at Special Meetings. Staff discovering this error immediately contacted BHI to withhold the announcement until the Board could place the item on a regular meeting agenda. A long discussion ensued between the Board and staff.

#### Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to Approve Setting the Salary Range for Prospective General Manager Candidates to \$115,000-130,000 per year plus Benefits to be Negotiable.*

### **Information Items**

#### **Discuss Big Creek Pump Station Clearwell Rehabilitation Bid Documents**

Mr. Sterling presented the item to the Board. He stated that the District is in receipt of proposed bid documents for the Big Creek Pump Station project, and the engineer's estimate is an anticipated \$550,000, but that this amount does not address any structural repairs. Exterior coating is estimated to be an additional \$265,000, and estimated structural repairs are estimated to be \$150,000. A long discussion ensued between the Board and staff.

#### **Staff Update on District Grants**

Mr. Sterling reported:

**LS 16 Big Oak Flat:** Project is near 100% completion and that a \$100,000 dollars is still available. Staff is going back to Department of Water Resources to ask that those funds be used to camera the force main.

**Downtown Groveland/ Big Oak Flat Sewer Main Rehabilitation/Replacement:** The District is still waiting for a response from Fish and Game in order to proceed.

**KaBoom:** Ms. Flores stated that staff visited Tenaya Elementary School where the students voted and chose the playground design to be constructed in Mary Laveroni Park. She further stated that she completed writing the surfacing grant and will be sending it out this week to the Sonora Area Foundation.

#### **Ad Hoc Committees Reports**

- A. **Board of Director's Policy Manual (Director Swan)**  
No report.
- B. **Equipment Review Committee (Directors Wemmer & Armstrong)**  
No report.
- C. **Survey Committee (Directors Carter & Armstrong)**  
Director Carter asked staff to continue to collect surveys until the end of the March.
- D. **Budget Committee (Directors Swan & Grier)**  
Mr. Sterling stated staff is in the process of updating budget numbers and a meeting will be scheduled before the next regular meeting.

**E. Fire Department (Directors Carter & Armstrong)**

Director Carter stated committee members were shown the construction drawings for the last station Cal Fire built near Georgetown.

**F. Drought Ordinance Revision Committee (Directors Swan & Wemmer)**

No report.

**G. General Manager Recruitment Committee (Directors Carter & Grierfer)**

No report.

**Standing Committee Reports**

**A. Park Committee (Directors Wemmer & Grierfer)**

Director Wemmer stated the new park fees were discussed with the Chamber. Mr. Sterling stated the snack shack has been demolished. Mr. Sterling suggested that the agreement of the charging station should be between the Historical Society and Charge Point.

**B. Water Conservation (Directors Swan & Carter)**

Director Swan stated he would not be in attendance for the next meeting.

**C. Finance Committee (Director Swan & Director Grierfer)**

Mr. Sterling stated the next meeting will be set the first week of May.

**Staff Reports**

**A. General Manager's Comments**

Mr. Sterling stated that the District has replaced the pontoon boat used to inspect and service the collection system that's on the lake, and staff has received two quotes to add an additional filter media at AWS, and both are around \$67,000.

**B. Operations and Maintenance**

Mr. Sterling reported that Reservoir 2 has lowered, and staff has been aggressively irrigating. The District used 4% more water in February, than in 2013, and staff reported over 600,000 gallons of water was wasted due to homeowner water breaks. A conversation occurred between the District and PML, regarding the permanent installation of AWS, and they were open to the topic.

**C. Admin/Finance**

**a. List of February Payables**

Ms. Flores presented the item to the Board. She stated the Board vacancy information has been posted to the web and the local papers, and that a candidate forum will be held the week of April 24<sup>th</sup>.

The candidate forum was scheduled for Monday April 24<sup>th</sup> at 10am, and will be held at the District office.

**Director Comments**

Director Armstrong thanked everyone for their hard work.

Director Grierfer thanked staff for the hand delivery of the Board packet.

**Adjournment**

Motion

*Director Swan moved, seconded by Director Carter, and the motion passed unanimously to adjourn the meeting at 12:31 pm.*

ATTEST: Jennifer L. Flores  
Jennifer Flores, Board Secretary

APPROVED: Robert J. Swan  
Robert Swan, President