

**BOARD OF DIRECTORS  
GROVELAND COMMUNITY SERVICES DISTRICT  
GROVELAND, CALIFORNIA  
July 3, 2013  
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Steve Perreira, President, Virgil McVicker, Vice President, John Armstrong, and Bob Swan being present. Also present was Interim General Manager Jon Sterling.

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

Director Wemmer was absent.

**Public Comment**

A member of the public expressed a desire to have Saturday meetings in order to get better participation from the public.

**Agenda Approval**

**Motion**

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

*Ayes: Directors Armstrong, McVicker, Swan, and Perreira*

*Absent: Director Wemmer*

**Action Items**

**Consider Approving Employee Survey with Respect to the Work Environment, their Suggestions, etc.**

Member of the public Carol Simpson presented the item to the Board. She explained to the Board how she planned to conduct the employee surveys and how the results would be reported. A discussion ensued between the Board, staff, and members of the public. Director Perreira announced that the item would be continued when Mike McEvoy arrived.

**Consider and Approve CAL FIRE Assistance by Hire Agreement**

Interim General Manager Jon Sterling presented the item and explained the specifics of the agreement to the Board. The Board asked clarification questions with regard to how the District would be reimbursed for the assistance given.

**Motion**

*Director McVicker moved, seconded by Director Swan, and the motion passed to approve the agreement.*

*Ayes: Directors Armstrong, McVicker, Swan, and Perreira*

*Absent: Director Wemmer*

## **Item Continued**

### **Consider Approving Employee Survey with Respect to the Work Environment, their Suggestions, etc.**

Director Perreira announced that the item would be continued in August for final approval.

### **Vote for one Candidate to the California Special Districts Association (CSDA) Board of Directors**

Mr. Sterling presented the item to the Board. A discussion ensued between the Board with regard their candidate preferences.

#### **Motion**

*Director Armstrong moved, seconded by Director Swan, and the motion passed to vote for candidate Ginger Root to the CSDA Board of Directors Region Two.*

*Ayes: Directors Armstrong, Swan, and McVicker*

*Noe: Director Perreira*

*Absent: Director Wemmer*

### **Adopt Resolution 5-13 for the Election of Directors to the Special District Risk Management Authority (SDRMA) Board of Directors**

Mr. Sterling presented the item to the Board. A discussion ensued between the Board with regard their candidate preferences. Director Perreira polled the Board for their candidate choices.

#### **Motion**

*Director Perreira moved, seconded by Director Armstrong, and the motion passed to adopt Resolution 5-13 for the Election of Directors to the SDRMA Board of Directors and to vote for candidates Mike Schaefer and Dennis Mayo.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

The Board took a recess at 12:01pm.

The Board reconvened at 12:07pm.

### **Authorize Staff to Sign the Management Representation Letter for the FY 2011-12 Audit**

Mr. Sterling presented the item to the Board and stated that the District needed to sign a management representation letter and return it back to the auditing firm in order to receive the audit. A discussion ensued between the Board, staff, and members of the public.

#### **Motion**

*Director Perreira moved, seconded by Director Swan, and the motion passed to authorize staff to sign the management representation letter deleting paragraphs 20, 21, and 26.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

**Consider and Approve Agreement Between Tuolumne County and GCSD for the Sale of the Old Fire Chief's Truck**

Mr. Sterling presented the item to the Board and stated that the Fire Chief's old truck was no longer needed by the District and that Tuolumne County has expressed interest in purchasing it.

Motion

*Director Swan moved, seconded by Director McVicker, and the motion passed to approve Resolution 6-13, a Resolution Deeming the District's 2007 Dodge Ram 1500 slt 4x4 as Surplus and to Sell said Truck to Cal Fire Tuolumne County.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

**Approve Special Duties Positions for Human Resources and Financial Services to be Included in the District's C&C Plan**

Mr. Sterling presented the item to the Board and stated that former responsibilities of the Admin/Finance Manager have been assumed by current admin staff members. He further stated he would like to create two new special duty positions for the new and additional duties being performed by the admin staff. A discussion ensued between the Board, staff, and members of the public.

Motion

*Director Swan moved, seconded by Director Armstrong, and the motion passed to create the two new special duty positions for Human Resources and Financial Services with an established wage adjustment of 10% for each position.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

Motion

*Director Armstrong moved, seconded by Director Swan, and the motion passed that if information is obtained through a wage analysis that the positions should have received a higher compensation, that the Board awards the appropriate compensation for each special duty position not to exceed a total of 15%.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

**Consider and Approve Candidate who will Serve as the District's General Legal Counsel**

Director McVicker presented the item to the Board and recommended that Mr. Tom Hallinan be selected as the District's general legal counsel. A discussion ensued between the Board, staff, and members of the public. Mr. Sterling expressed concern with appointing Mr. Hallinan as the District's general legal counsel and cited issues encountered while working with Mr. Hallinan in the past.

Motion

*Director McVicker moved, seconded by Director Swan, and the motion passed to allow McMurchie Law Firm to complete work in progress, but will not be given any new work.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

Motion

Director Perreira moved, seconded by Director Armstrong, and the motion passed that all new personnel items shall be assigned to attorney Kevin Dale.

Ayes: Directors Armstrong, Swan, Perreira, and McVicker

Absent: Director Wemmer

Motion

Director McVicker moved, seconded by Director Swan, and the motion passed to let the general manager choose between Mr. Hallinan and Mr. Schroeder on a case by case basis.

Ayes: Directors Armstrong, Swan, Perreira, and McVicker

Absent: Director Wemmer

The Board took a break at 2:10pm.

The Board reconvened at 3:02pm.

**Items Continued from June 6, 2013 Board Meeting**

**Consider Approving Revised District Meter Reading and Billing Procedure**

Mr. Sterling asked that the item be tabled until more information is obtained by staff with regard to costs.

**Consider Approving Board Manual Revisions to Make Board Meeting Time more Convenient for Ratepayers and to Limit Meeting Duration**

A discussion ensued between the Board and staff with regard to the best dates and times for holding Board meetings in an effort to obtain more public participation. The Board directed staff to compose a calendar of proposed meeting dates and times and to bring it back to the Board at the next meeting for consideration and approval.

**Consider Approving Board Manual Revisions, "Responsibilities of the Board," including Annual or Twice Annual Survey/Meeting with Employees, Balanced Budget, Contract Limits**

Director Perreira asked that the item be continued to the next regular meeting.

The Board convened into closed session at 3:41pm.

**Closed Session**

- A. Public Employment  
Pursuant to Govt. Code Section 54957  
Title: General Manager
- B. Conference with Labor Negotiator  
Pursuant to Govt. Code Sec. 54957.6  
Agency Negotiator: Attorney Kevin Dale  
Employee Organization: Operating Engineers Local No. 3
- C. Conference with Legal Counsel – Significant Exposure to Litigation  
Pursuant to subdivision (b) of Section 54956.9  
Number of matters to be discussed: 1

The Board reconvened into open session at 4:00pm.

**Announce Action Taken in Closed Session, if any**

No action taken.

**Information Items**

**Staff Reports**

- A. General Manager's Comments
- B. Operations and Maintenance
- C. Fire Department
- D. Admin/Finance Report
- E. District Counsel Report

Staff reports were tabled.

***Ad Hoc* Committee Reports**

- A. Water Conservation (Director Perreira)
- B. Finance (Director McVicker)
- C. Labor Negotiations (Directors Wemmer & McVicker)
- D. Sewer Fund (Director McVicker)
- E. General Manager Selection (Directors Wemmer & Perreira)
- F. Employee Survey Committee (Director Armstrong & Dr. Carol Simpson)

Ad hoc committee reports were tabled.

**Director Comments**

No comments.

**Adjournment**

**Motion**

*Director Swan moved, seconded by Director McVicker, and the motion passed to adjourn the meeting at 4:19pm.*

*Ayes: Directors Armstrong, Swan, Perreira, and McVicker*

*Absent: Director Wemmer*

APPROVED

ATTEST:

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Steve Perreira, President

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Jennifer L. Flores, Board Secretary