

AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: September 11, 2018

SUBJECT: **Item 3. Consent Calendar**

- A. Approve Minutes from the August 13, 2018 Regular Meeting
 - B. Approve Minutes from the August 15, 2018 Special Meeting
 - C. Adoption of a Resolution Approving Agreement with Moyle Excavation, Inc. for the Entrance/Parking Lot Restoration Project
 - D. Adoption of a Resolution Approving Agreement with Moyle Excavation, Inc. for the Maintenance Yard Flood Restoration Project
 - E. Accept August Payables
 - F. Waive Reading of Ordinances and Resolutions Except by Title
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SUMMARY

Consent Calendar items are typically considered noncontroversial and all items can be approved with a single motion. Approval of the Consent Calendar will be recorded as approval of each item on the Calendar, as if they were individually approved. Items may be removed from the Consent Calendar by request of the Board (or Board member) and considered separately with New or Old Business at the Discretion of the Board President. If an item or items are removed from the Calendar, the remaining items can be approved in a single motion.

Meeting Minutes

The minutes and payables are self explanatory, and are routine board actions to establish the permanent record. The meeting minutes are presented as “record of action only” minutes as requested by the Board in the Norms and Protocol Workshop. Action minutes are the industry recommended standard, as we are required by law to document the actions of the Board, and are not required to document who said what during the meeting. Board meeting agenda packets are available on the District website and in the district archive; and meeting recordings are maintained in the event someone wants to hear what was said during the meeting. Minutes containing a summary of comments and discussions are not recommended as they are simply the author’s brief interpretation of what was discussed, and the only other option is transcription minutes, which contain every word spoken.

Resolutions Approving Moyle Contracts

The District has elected to be subject to the Uniform Construction Cost Accounting Act, which allows the District to contract for construction and maintenance work of up to \$45,000 in cost by negotiated work order, and from \$45,000 to \$175,000 by informal bidding. Two portions of the March 22, 2018 Flood Restoration work have been defined in separate work scope documents, sent to the contractors on our informal bidders list, and bids received. Due to the high level of construction work currently occurring throughout the region, contractors are busy and not bidding actively on new work at this time. We received only one bid for each of the two informally bid

projects; both submitted by Moyle Excavation. Both bids are within the established budget and will be partially funded with CDAA grant funds. We may execute a single (standard District) agreement for both projects, or if needed for accounting purposes, separate agreements may be drafted. As Moyle is the only bidder, they are considered the low bidder and the contract may be awarded to them. The District does have the ability to re-bid the project if the Board is concerned with a single bid received.

ATTACHMENT:

- Minutes from the August 13 and August 15, 2018 Meetings
- Draft Resolutions, work scopes and bid sheets for the award of contracts to Moyle Excavation (the District's standard construction agreement is not included and is available for review on request)
- Listing of August 2018 payables

RECOMMENDED ACTION

Motion to approve the Consent Calendar as presented.

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
August 13, 2018
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, John Armstrong, Vice President, Nancy Mora, and Spencer Edwards, being present. Also present was Admin Office Manager/District Secretary Jennifer Flores and General Manager Pete Kampa.

Call to Order

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

Absent: Director Kwiatkowski

Approve Order of Agenda

Director Swan requested that Items C,H, and J be removed from the Consent Calendar and considered separately.

Motion

Director Swan moved, seconded by Director Mora, and the motion passed to approve the order of the agenda as amended.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Action Items to be Considered by the Board of Directors

Public Comment

A member of the public corrected a statement made at a previous meeting.

A member of the public stated they would like to see more information included in the minutes.

Consent Calendar

- A. Approve Minutes from the June 22, 2018 Special Meeting
- B. Approve Minutes from the June 26, 2018 Special Meeting
- D. Approve Minutes from the July 18, 2018 Special Meeting
- E. Approve Minutes from the August 2, 2018 Special Meeting
- F. Approve Minutes from the August 6, 2018 Special Meeting
- G. Accept and File July Payables
- I. Adoption of a Resolution Approving Agreement with Njirich Construction, Inc. for the Completion of the Wastewater Sludge Drying Bed Construction Project
- K. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Armstrong, and the motion passed to approve the Consent Calendar as amended.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Director Swan announced that he made an incorrect motion and should have moved to adopt the resolution adopting the budget.

Motion

Director Swan moved, seconded by Armstrong, and the motion passed to approve Resolution 27-18 A Resolution of the Board of Directors of the Groveland Community Services District Approving and Adopting the District's Final 2018/2019 Fiscal Year Budget.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Discussion and Action Items

Reject in Full the Claim for Damages;19048 Dyer Ct., Rodney Raine

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed to reject claim in its entirety as presented.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Allow in Full the Claim for Damages; 19297 Oak Grove Circle, James Forden

Motion

Director Swan moved, seconded by Director Edwards, and the motion passed to allow claim as presented and authorize payment to be made in the amount of \$125 as detailed in the claim form.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution of the Groveland Community Services District Board of Directors Expressing Appreciation to The Groveland Rotary Club for their Outstanding Effort in Collecting Community Donations for the Mary Laveroni Park Restoration Project

Motion

Director Edwards moved, seconded by Director Armstrong, and the motion passed to adopt Resolution 23-18, A Resolution of the Groveland Community Services District Board of Directors Expressing Appreciation to the Groveland Rotary Club for their Outstanding Effort in Collecting Community Donations for the Mary Laveroni Park Restoration Project.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Consideration of Authorizing Staff to Reclassify Uncollectable Billings Receivable in the Amount of \$4,416.35 to Bad Debt Expense

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to authorize staff to reclassify uncollectible billings receivable in the amount of \$4,416.35 to bad debt expense.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Modifying the Policy Manual of the Board of Directors; Establishing a Revised Meeting Date and Time for Regular Board Meetings

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to adopt Resolution 21-18, A Resolution Establishing a Revised Meeting Date and Time for Regular Board Meetings.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Approving Fire Grant Agreement Between Groveland Fire Department and the California Fire Foundation for \$4,100

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to adopt Resolution 24-18, A Resolution of the Board of Directors of the Groveland Community Services District Approving a Fire Grant Agreement between the Groveland Fire Department and the California Fire Foundation for the Purchase of Wildland Urban Interface (WUI) Bags.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Adoption of a Resolution Approving a Consulting Services Agreement with Koff & Associates for the Preparation of the District's Compensation and Benefit Study

Motion

Director Armstrong moved, seconded by Director Swan, and the motion passed to adopt Resolution 25-18, A Resolution of the Board of Directors of the Groveland Community Services District Approving a Consulting Services Agreement with Koff & Associates for the Preparation of the District's Classification, Compensation and Benefit Study.

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

Information Items

- A. Staff Reports
 - i. General Manager's Report
 - 1. Management Objectives Update Report
 - ii. Operations and Maintenance Report
 - iii. Admin/Finance Report
 - 1. 4th Quarter Financial Report
- B. Director Comments

Adjournment

Motion

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

Ayes: Directors Armstrong, Mora, Edwards, and Swan

Absent: Director Kwiatkowski

APPROVED:

ATTEST:

Robert Swan, President

Jennifer Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
August 15, 2018
6:00 p.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Robert Swan, President, John Armstrong, Vice President, Nancy Mora, and Spencer Edwards, being present. Also present was Admin Office Manager/District Secretary Jennifer Flores and General Manager Pete Kampa.

Call to Order

Director Swan called the meeting to order at 6:03pm at the Groveland Community Hall.

Absent: Director Kwiatkowski

Public Hearing - A Public Hearing will be Held to Receive Public Comments and Protests Regarding a Proposed Sewer Rate Increase

Public Hearing Procedure:

- A. Board Introduction
- B. Staff Presentation of Proposed Sewer Rate Increase
- C. Open Public Hearing
- D. Close Public Hearing
- E. Final Call for all Written Protests; Board Secretary Announces Final Tally of Written Protests Received and Determination if a Majority Protest Exists

Director Swan called for all final protests to be submitted. The Board Secretary announced that a total of 147 protests have been received, establishing that a majority protest does not exist.

Board Action - Consideration of Adoption of Resolution 22-18, A Resolution Adopting Proposed Increased Sewer Rates to Fund Sewer Services for the Period of September 2018 – June 2023

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed to adopt Resolution 22-18, A Resolution Adopting Proposed Increased Sewer Rates to Fund Sewer Services for the Period of September 2018 – June 2023.

Ayes: Directors Armstrong, Edwards, Mora, and Swan

Absent: Director Kwiatkowski

Adjournment

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed to adjourn the meeting at 7:31pm.

Ayes: Directors Armstrong, Edwards, Mora, and Swan

Absent: Director Kwiatkowski

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

DRAFT

RESOLUTION 29-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH MOYLE EXCAVATION, INC. FOR THE ENTRANCE/PARKING LOT FLOOD RESTORATION PROJECT

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, on March 22, 2018, a flash flood occurred in the community that resulted in erosion, deposition of debris, fence damage, road and parking lot damage, at the District administrative office; and

WHEREAS, the District approved and issued a Notice Inviting Informal Bids for the administrative office flood restoration work dated August 1, 2018, which was sent to all contractors on the District's bidder's list, in accordance with its Informal Bid Ordinance 1-06; and

WHEREAS, Informal Bids for the above referenced project were received and read on August 23, 2018 and one bid was received; and

WHEREAS, District staff has reviewed the bid received and have determined that Moyle Construction, Inc. has delivered the lowest responsive bid; the project bid sheet is attached hereto as Exhibit A; and

WHEREAS, the District has the authority to reject any and all bids, or to award the contract to the lowest responsive bidder.

WHEREAS, the Moyle Construction, Inc. bid dated August 20, 2018 is included herein for reference and are to be included in the contract documents as detailed in the project specifications.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY approve as follows:

1. The General Manager is authorized to execute the construction contract with low bidder Moyle Construction, Inc. in the amount of \$29,383 which includes the bid additive and alternate items.
2. The General Manager is authorized to negotiate Construction Change Orders (CCO) in an amount not to exceed a 10% increase in the original bid and contract amount.
3. The General Manager is authorized to negotiate deductive (cost) change orders that result in a comparable work product.
4. The General Manager is authorized to negotiate a construction start date and issue the Notice to Proceed to the Contractor in accordance with the Project Plans and Specifications.
5. The General Manager is authorized to approve and process Contractor progress payments within the cost limitations stated herein, in accordance with the Project Plans and Specifications.
6. The General Manager is authorized to file the Project Notice of Completion in accordance with the Plans and Specifications.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on September 11, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Jennifer Flores, Secretary

Robert Swan, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on September 11, 2018.

DATED: _____