

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
Groveland Community Services District

**AGENDA**  
October 26, 2018  
10:00 a.m.

District Office  
Groveland Community Services District  
18966 Ferretti Road  
Groveland, CA 95321

**Call to Order**

**Pledge of Allegiance**

**Roll Call of Board Members**

Robert Swan, President  
John Armstrong, Vice President  
Spencer Edwards, Director  
Janice Kwiatkowski, Director  
Nancy Mora, Director

1. Approve Order of the Agenda

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

2. Call Special Meeting to Award Contract for Ferretti Rd. Line Repairs
3. Approval of a CEQA Notice of Exemption for the Fire Station Driveway Rehabilitation Project
4. Discussion and Action Related to the Development of Norms for Board Member Conduct to Facilitate Effective Deliberations; and Protocol to Create the Structure and Process for Effective Board Meetings
5. Adjournment

ALL AGENDA MATERIAL MAY BE INSPECTED IN THE GROVELAND COMMUNITY SERVICES DISTRICT OFFICE AT 18966 FERRETTI ROAD, GROVELAND, CALIFORNIA

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**Summary of Guidelines for Public Comments at District Board Meetings**  
(Excerpt from Exhibit B of Policy Manual for the Board of Directors)

1. Persons wishing to speak on any Agenda Item may be asked to complete a Speaker Request Card to be given to the Board Secretary prior to the meeting, all speakers can remain anonymous.
2. The Presiding Officer will:
  1. Announce the Agenda Item
  2. Staff will provide a report and any associated recommended actions to be considered by the Board of Directors.
  3. Members of the public will be identified by the Presiding Officer and asked to present their comments and submittals
  4. The Presiding Officer will close the hearing and bring the issue back to the Directors for discussion and possible action.
3. Oral comments will typically be limited to 3 minutes and must be relevant to the Agenda Item.

California Elections Code Section 18340 states: Every person who, by threats, intimidations, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions is guilty of a misdemeanor.

California Penal Code Section 403 states: Every person who, without authority of law, willfully disrupts or breaks up any assembly or meeting that is not unlawful in its character...is guilty of a misdemeanor.

As presiding officer, the President of the Board has the authority to preserve order at all Board of Director meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.

(Sec. 6 Policy Manual for the Board of Directors)

*Any person who has any questions concerning this agenda may contact the District Secretary.*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at 209-962-7161. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28FR35.102-35.104 ADA Title 11)

## AGENDA SUBMITTAL

**TO:** GCSB Board of Directors  
**FROM:** Peter Kampa, General Manager  
**DATE:** October 26, 2018  
**SUBJECT:** Item 2. Call Special Meeting to Award Contract for Ferretti Rd. Line Repairs

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### BACKGROUND

On September 20, 2018, the Board of Directors approved the bid documents for the Ferretti Road Water and Sewer Main Repairs. The project was advertised for public bids, and a pre-bid conference held on October 19, 2018. Project bids are due on October 30 and due to the planned Tuolumne County construction schedule, we must award a construction contract at the earliest possible date following bid opening. A three day bid protest period is typical prior to awarding a construction contract.

It is not advisable for the District to wait until its November 13, 2018 regular meeting to award the construction contract, therefore we recommend calling a special meeting on November 5 or 6, 2018.

### RECOMMENDED ACTION

**Motion to call a special Board meeting on November 5 (or 6), 2018 at 10:00 am to award a contract for construction of the Ferretti Road Water and Sewer main Repairs.**

### ATTACHMENTS

None

### FINANCIAL IMPACTS

None at this time

## AGENDA SUBMITTAL

**TO:** GCSO Board of Directors  
**FROM:** Peter Kampa, General Manager  
**DATE:** October 26, 2018  
**SUBJECT:** Item 3. Approval of a CEQA Notice of Exemption for the Fire Station Driveway Rehabilitation Project

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### BACKGROUND

The District is required to secure an encroachment permit from CalTrans before we can construct the fire station driveway renovations. As a requirement of the permit application process, we are required to submit documentation of compliance with the California Environmental Quality Act (CEQA). Since this project is simply restoration of the existing surface, the project is exempt from evaluation under CEQA; and therefore our practice is to file a Notice of Exemption, attached.

### RECOMMENDED ACTION

**Motion to approve the CEQA Notice of Exemption for the Fire Station Driveway Renovation Project.**

### ATTACHMENTS

- CEQA Notice of Exemption

### FINANCIAL IMPACTS

None at this time

# Notice of Exemption

Appendix E

To: Office of Planning and Research  
 P.O. Box 3044, Room 113  
 Sacramento, CA 95812-3044  
 County Clerk  
 County of: Tuolumne  
2 S. Green St., Second Floor  
Sonora, CA 95370

From: (Public Agency): GROVELAND CSD  
18966 Ferretti Road  
Groveland, CA 93521  
 (Address)

Project Title: GCSO Fire Station Pad Project

Project Applicant: Groveland CSD

Project Location - Specific:  
 Ferretti Road in Groveland

Project Location - City: Groveland Project Location - County: Tuolumne

Description of Nature, Purpose and Beneficiaries of Project:  
 The project consists of constructing a new driveway approach from Highway 120 to the GCSO Fire Station. GCSO customers are the beneficiaries of the project.

Name of Public Agency Approving Project: Groveland CSD

Name of Person or Agency Carrying Out Project: Groveland CSD

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 14 CCR Section 15301 (c)
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:  
 The project consists of sawcutting, pulverizing existing asphalt concrete, subgrade recompaction and grading, hot mix asphalt, reinforced concrete, and striping. The repairs will not result in significant land alterations.

Lead Agency  
 Contact Person: Peter Kampa Area Code/Telephone/Extension: (209) 962-7161

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: *Peter Kampa* Date: October 26, 2011 Title: Peter Kampa

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
 Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

## AGENDA SUBMITTAL

**TO:** GCSO Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 26, 2018

**SUBJECT:** Item 4. Discussion and Action Related to the Development of Norms for Board Member Conduct to Facilitate Effective Deliberations; and Protocol to Create the Structure and Process for Effective Board Meetings

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### BACKGROUND

The Board of Directors has held six Board meetings in the development of its first slate of norms and protocol. In addition, there was public concern voiced at the October Regular Board meeting regarding the public comment process, and how the Board does, or does not address public questions during a meeting. The purpose of this meeting is to (hopefully) complete the development of the norms, including revisiting and deciding upon an agreeable process for public comment.

A final slate of norms and protocol will be presented for approval by the Board at a subsequent board meeting.

### RECOMMENDED ACTION

No specific action required.

### ATTACHMENTS

None at this time

### FINANCIAL IMPACTS

None at this time