

**REGULAR MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
December 11, 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, Scott Wemmer, Vice President, John Armstrong and Spencer Edwards being present. Also present was General Manager Jon Sterling and Office Manager/ Board Secretary Jennifer Flores.

Call to Order

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

Agenda Approval

Motion

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

Action Items to be Considered by the Board of Directors

Public Comments

Cal Fire representatives presented General Manager Jon Sterling with a plaque and thanked him for all his hard work and commitment to the community and the District.

A member of the public made a comment regarding the public comments in the minutes not being detailed enough.

The Operating Engineers Union representative thanked Mr. Sterling for all his work and the ease of working with him over the years.

A member of the public made a comment regarding the cash reconciliation report.

Consent Calendar

- A. Approve Minutes from the November 13, 2017 Regular Meeting
- B. Approve Minutes from the November 18, 2017 Special Meeting
- C. Approve Minutes from the November 27, 2017 Special Meeting
- D. Approve Minutes from the November 29, 2017 Special Meeting
- E. Waive Reading of Ordinances and Resolutions Except by Title

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed unanimously to approve the Consent Calendar.

Consider for Approval Resolution 13-17, A Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Groveland Community Services District

Office Manager/Board Secretary Jennifer Flores presented the item to the Board. She stated that the resolution is from CalPERS and it's to formally amend the District's existing contract with CalPERS to adjust the contribution made by employees to represent their actual

contribution of 10.5%. She further stated that CalPERS currently shows employees only contributing 8% and that the resolution of intention was needed in order for an amendment to be made. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed unanimously to approve Resolution 13-17, a Resolution of Intention to Approve an Amendment to Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Groveland Community Services District.

Consider for Approval Employee Health Medical Plan for Calendar Year 2018

Mr. Sterling presented the item to the Board. He stated that the District received the projected cost increase from the District's insurance broker which is 12% for the Gold Full PPO plan. He further stated that Blue Shield has also changed the plan to increase the deduction and max-out-of-pocket for the members as well. A discussion ensued between the Board, staff, and public.

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed unanimously to approve the calendar year 2018 Gold Full PPO 1200/35 plan from Blue Shield of California.

Consider Draft of the 2018 Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan Annex B: Groveland Community Services District and Provide Direction to Staff

Mr. Sterling presented the item to the Board. He stated the Hazard Mitigation Plan is required by FEMA for agencies that are eligible for federal funds in the case of an emergency. A discussion ensued between the Board, staff, and public. The formal resolution to adopt the Hazard Mitigation plan will be on January's agenda for approval.

Consider for Approval Authorizing General Manager Ad Hoc Recruitment Committee to Interact with CSDA and SDRMA

Mr. Sterling stated this was just a formality and effort in transparency to bring this work to the Board's attention. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Armstrong, and the motion passed unanimously to approve the Ad Hoc General Manager Recruitment Committee and its members to contact CSDA, SDRMA recruitment services, or anyone else that might be a useful source of information.

Consider for Approval Conducting Election of Board Officers for 2018 Calendar Year

Mr. Sterling presented the item to the Board. He stated that this is normally done in December and suggested the Board wait until there is a full Board in January. A discussion ensued between the Board, staff, and public.

The Board postponed the discussion of election of Board officers until the January regular meeting.

Board Discussion of Board Seat Vacancy; Direct Staff on How to Move Forward

Mr. Sterling presented the item to the Board. He stated that the County notified the District last minute that they will be having a special meeting tomorrow to potentially appoint one of the three candidates. A discussion ensued between the Board, staff, and public.

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed unanimously to ask the Board of Supervisors, in their best judgement, to make an appointment to the vacant Board seat.

Discussion of and Appointments to Ad Hoc and Standing Committees for Calendar Year 2018

Mr. Sterling presented the item to the Board. He stated that the Board needs to have a budget committee to discuss the fiscal year 18/19 budget. The Board agreed to the appointment of Directors Armstrong and Swan to the Budget Committee and to wait to appoint the other committees until the vacant Board seat is filled. A discussion ensued between the Board, staff, and public.

Information Items

Discuss Sewer Rate Study Project Budget Numbers

Mr. Sterling presented the item to the Board and discussed the process and work performed to reach the projected project costs for the upcoming sewer rate study. A discussion ensued between the Board, staff, and public.

Discuss AT&T Proposed Cell Towers

Mr. Sterling presented the item to the Board and stated that AT&T would like to set up cell towers at two District locations. The first one is in Unit 12 at the Airport, and the other would be on Merrell Road. He further stated that the Board packet included draft lease agreements and a representative would be attending January's meeting to make a presentation before the Board formally considers the lease agreements for approval. A discussion ensued between the Board, staff, and public.

Update on District Grants

Mr. Sterling updated the Board on the current status of District grants.

Further Discussion of District Vehicle Purchasing Policy

A discussion ensued between the Board, staff, and public regarding the District's new vehicle purchasing policy.

Ad Hoc Committees Reports

- A. **Equipment Review Committee (Directors Wemmer & Armstrong)**
No report.
- B. **Fire Department (Directors Armstrong & Wemmer)**
No report.
- C. **Drought Ordinance Revision Committee (Directors Swan & Wemmer)**
No report.
- General Manager Recruitment Committee (Directors Wemmer & Edwards)**
Next meeting is December 14th.

Director Swan left the meeting at 12:42 p.m.

Director Swan returned at 12:43 p.m.

Standing Committee Reports

- A. **Park Committee (Directors Wemmer)**
Staff provided an update on the Mary Laveroni Park bathroom renovation.
- B. **Water Conservation (Director Swan)**
Director Swan cancelled meeting for December 20th.
- C. **Finance Committee (Director Swan)**
Next meeting is five weeks after the close of quarter.

Staff Reports

- A. **General Manager’s Comments**
Mr. Sterling thanked staff for a successful five years.
- B. **Operations and Maintenance**
Luis Melchor Operations and Maintenance Manager thanked Mr. Sterling.
- C. **Admin/Finance**
 - a. **List of November Payables**
Ms. Flores presented the item to the Board and discussed and clarified various items on the list.

Director Comments

Director Edwards thanked the public for their input and for coming to GM Recruitment meetings.

Director Armstrong thanked Mr. Sterling for all his hard work at the District and stated that he has been the best GM he has worked with.

Director Wemmer thanked Mr. Sterling and hopes whoever fills the General Manager position will continue in the same direction. He also asked if any other Directors are attending the Board of Supervisor’s meeting.

Director Swan thanked Mr. Sterling.

Adjournment

Motion

Director Swan moved, seconded by Director Wemmer, and the motion passed unanimously to adjourn the meeting at 1:06 pm.

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
December 21, 2017
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Robert Swan, President, Scott Wemmer, Vice President, and Spencer Edwards, being present. Also present was General Manager Jon Sterling and Administrative Services Technician Amanda Livingston.

Call to Order

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

Agenda Approval

Motion

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

Ayes: Directors Wemmer, Edwards, and Swan

Absent: Director Armstrong

Action Items to be Considered by the Board of Directors

Administer Oath of Office to Appointed Candidates

General Manager Jon Sterling administered the Oath of Office to newly appointed Director Kwaitkowski.

Receive Report from General Manager Ad Hoc Committee Regarding Options for the Appointment of an Interim General Manager; Provide Direction to the Committee on how to Proceed

Director Edwards presented the item to the Board. He stated that he researched several hiring firms to hire an interim general manager. He further stated that the next committee meeting will be December 28th. A discussion ensued between the Board, staff, and public.

The Board directed the committee to make a decision based on the information they received today.

Discuss Sewer Rate Study Options and Determine how to Proceed

Mr. Sterling presented the item to the Board. He stated that the grant for Prop 1 funding is looking at the community as whole which includes Big Oak Flat, Pine Mountain Lake, and Groveland which now makes the community disadvantaged. The grant funding available is now 75% for the Downtown Groveland/ Big Oak Flat water and sewer rehab projects. He also stated that the District is eligible for a low interest loan for the match portion of the project. A discussion ensued between the Board, staff, and public.

The Board directed staff to get a timeline for projects and year to year funding that will be needed to complete the projects from Bartell Wells. In addition, to focus on 75% and 50% grant funding with and without debt service and to put the forecasted funds into a timeline.

Adjournment

Motion

Director Wemmer moved, seconded by Director Swan, and the motion passed to adjourn the meeting at 11:53 a.m.

Ayes: Directors Wemmer, Edwards, and Swan

Absent: Director Armstrong

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

DRAFT

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
GROVELAND COMMUNITY SERVICES DISTRICT
GROVELAND, CALIFORNIA
January 2, 2018
10:00 a.m.**

The Board of Directors of Groveland Community Services District met in special session on the above mentioned date with Directors Scott Wemmer, Vice President, John Armstrong, Spencer Edwards, and Janice Kwaitkowski being present. Also present was Office Manager/Board Secretary Jennifer Flores.

Call to Order

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

Absent: Director Swan

Agenda Approval

Motion

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

Ayes: Directors Wemmer, Armstrong, Edwards, and Kwaitkowski

Absent: Director Swan

Action Items to be Considered by the Board of Directors

Discuss and Consider for Approval Issuing Request for Proposal to Consulting Firms for Services to Find an Interim General Manager

Director Edwards, a member of the Ad Hoc GM Recruitment Committee, presented the proposed request for proposal to the Board. He stated that the request for proposal was drafted by the committee and includes a submission deadline of January 12th by 4 p.m. A discussion ensued between the Board, staff, and public. The Board revised the RFP by changing the submission deadline time from 4:00 p.m. to 12:00 p.m.

Motion

Director Armstrong moved, seconded by Director Edwards, and the motion passed to approve the request for proposal to be issued to the selected consulting firms electronically to find an interim General Manager with the amended submission deadline time.

Ayes: Directors Wemmer, Armstrong, Edwards, and Kwaitkowski

Absent: Director Swan

Discuss and Consider for Approval Appointing an Acting General Manager Until Interim General Manager is Selected

Director Edwards presented the item to the Board. He stated that the District needs to have an acting General Manager until the interim position can be filled to perform the day to day duties of the General Manager such as approving Purchase Requests. He further stated that the Ad Hoc Committee discussed the topic at length and felt that Administration Office Manager Jennifer Flores would be the best fit. A discussion ensued between the Board, staff, and public.

Motion

Director Edwards moved, seconded by Director Armstrong, and the motion passed to appoint Administration Office Manager Jennifer Flores as Acting General Manager and to follow the District's existing policy with regard to employees filling in in "Acting" roles.

Ayes: Directors Wemmer, Armstrong, Edwards, and Kwaitkowski

Absent: Director Swan

Adjournment

Motion

Director Wemmer moved, seconded by Director Edwards, and the motion passed to adjourn the meeting at 10:59 a.m.

Ayes: Directors Wemmer, Armstrong, Edwards, and Kwaitkowski

Absent: Director Swan

APPROVED:

Robert Swan, President

ATTEST:

Jennifer Flores, Board Secretary

DRAFT

**Groveland Community Services District
Fire Department / CALFIRE**

18966 Ferretti Road Groveland, CA 95321

Staff Report
January 8, 2018

To: Board of Directors

From: Paul Avila, Assistant Chief

Subject: Consideration of authorizing Groveland Community Services District to apply for the Assistance to Firefighters Grant and enter into Memorandum of Understanding with Tuolumne County Fire Department and Jamestown Fire Protection District.

The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources needed to protect the public and emergency personnel from fire and related hazards.

Tuolumne County Fire Department along with Groveland Community Service District and Jamestown Fire Protection District are interested in submitting an AFG application for Self-Contained Breathing Apparatus. If successful, this grant would replace the Self-Contained Breathing Apparatus that will be placed out of service by the year 2021. The grant application is currently being worked on and will be ready to be submitted to FEMA by the February 2, 2018 deadline.

One of the grant requirements states that any entity associated with this application sign into a Memorandum of Understanding (MOU). Such a document has been developed for this grant application and will be going before the Jamestown Fire Protection District on January 5th and the Groveland Community Service District on January 8th for their review and approval. Attached for your review is an unsigned copy of this MOU. A signed copy will be provided to the Board at the time of your meeting. This MOU has been reviewed and approved as to form by County Counsel.

Self-Contained Breathing Apparatus

The current inventory of Self-Contained Breathing Apparatus (SCBA) were purchased and placed into service in 2006 and have a life span of fifteen years. After that period they will no longer meet NFPA standards. Due to the age of the equipment, it has also become difficult to locate available parts for repair or replacement. Additionally, the SCBA cylinders have a

working life of fifteen years at which time the cylinders can no longer be hydro tested and will be placed out of service. If awarded this grant, County Fire will be purchasing NFPA compliant SCBA packs and cylinders.

The application will include a request for the following equipment:

Equipment	Tuolumne County	Groveland Community Service District	Jamestown Fire Protection District
SCBA Air-pack	96	13	4
Cylinder	96	13	4
RIT Packs	2	1	1

Fiscal Impact

The Assistance to Firefighters Grant does require a match based on population. The match for this grant is 10% and would be met from unallocated contingency in the County Fire Fund and Jamestown Fire Protection Districts portion of the grant. Groveland Community Services District would be responsible for their 10% match proportionate to the equipment they receive. If successful in receiving this grant, staff will return to the Board for formal approval of the grant funds and related budgetary adjustments (revenue and expense) to allow for the purchase of the Self-Contained Breathing Apparatus.

Recommendation

Staff recommends that your Board authorize the Tuolumne County Fire Department to apply for the Assistance to Firefighters Grant in the amount of \$650,000 for the purchase of Self-Contained Breathing Apparatus and enter into Memorandum of Understanding related to this grant with Groveland Community Service District and Jamestown Fire Protection District.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF TUOLUMNE,
THE JAMESTOWN FIRE PROTECTION DISTRICT
AND
THE GROVELAND COMMUNITY SERVICES DISTRICT
FOR
ASSISTANCE TO FIREFIGHTERS GRANT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this 16th day of January, 2018, by and between the County of Tuolumne, (“County”), the Jamestown Fire Protection District (“JFPD”) and the Groveland Community Services District, (“GCSD”).

WITNESSETH:

WHEREAS, the County, JFPD and GCSD (“Partner Agencies”) have formed a working committee and developed a course of action to achieve the goals and objectives of the Assistance to Firefighters Grant Program (“AFG Program”); and

WHEREAS, the Partner Agencies have been identified as eligible jurisdictions able to collectively implement the objectives and goals of the AFG Program; and

WHEREAS, the Partner Agencies have agreed to submit a Regional 2017 Assistance to Firefighter Grant Program application for Self-Contained Breathing Apparatus; and

WHEREAS, the County has been selected through this MOU to be the lead agency to file a Regional AFG application on behalf of the Partner Agencies; and

WHEREAS, the County has been selected through this MOU to administer any 2017 Regional AFG Program award and agrees to be the lead agency responsible for the administration of the grant, including asset accountability and reporting requirements for those assets acquired under the grant in the event of award; and

WHEREAS, the County agrees to serve as the lead agency for the procurement and disbursement of all equipment received through the AFG Program.

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows:

1. PURPOSE

The purpose of this MOU is to allow the Partner Agencies to participate in a Regional 2017 Assistance to Firefighters Grant Program (AFG) grant award in the event of approval of the application.

2. TERM

This MOU shall become effective as of the date first written above and shall continue in full force and effect until December 31, 2018 in the event the grant is not awarded or for a period of five years after official closeout of the grant agreement in the event the grant is awarded.

3. COUNTY'S RESPONSIBILITIES

- a. The County will serve as the lead agency to submit a Regional 2017 AFG Program application and serve as grant administrator for the Partner Agencies in the event of award.
- b. Pursuant of the AFG Program guidelines, all items approved under the application will be procured and administered through the County in the event of award.
- c. County agrees, as lead agency, to provide accountability for the assets acquired under the Regional AFG Program award and provide reporting requirement deliverables. As such, JFPD and GCSD agree to provide the County with the required information and documentation on a timely basis to remain in compliance with the requirements of the grant.

4. JFPD AND GCSD'S RESPONSIBILITIES

- a. JFPD and GCSD agree to accept the 2017 Regional AFG Program award and accept their respective items as listed in the AFG Program application in the event of award.
- b. JFPD and GCSD agree to provide the required cash match in the amount of 10% of the total cost of their requested items as detailed in the grant application as required under the Regional AFG Program guidelines. The required match shall be paid by JFPD and GCSD upon receipt of an invoice from the County.
- c. In the event of a reduced award, JFPD and GCSD agree to accept this reduced amount and provide a 10% cash match on the total reduced award amount of their approved items.
- d. Any expenditure beyond the grand award for JFPD and GCSD's approved item(s) remains the sole responsibility of JFPD and GCSD, respectively.
- e. JFPD and GCSD agree to allow the County to procure and distribute their respective assets if awarded under the Regional AFG Program.
- f. JFPD and GCSD agree to participate in cooperative training on all equipment procured under this grant award as appropriate. As lead agency, training will be coordinated through the County.

- g. JFPD and GCSD agree to maintain/repair all items awarded to them under the application in accordance with the manufacturer's warranty, and to replace the equipment if it becomes inoperable for a period of three years after official closeout of the grant.
- h. JFPD and GCSD agree to promptly provide any additional documentation to the County as requested, that may be necessary in connection with this grant.

5. TERMINATION

JFPD or GCSD may terminate its participation in this MOU upon the giving of thirty (30) days' advance written notice to the other parties of its intention to terminate. The County may terminate this MOU upon the giving of thirty (30) days' advance written notice to the other parties of its intention to terminate.

6. NON-ASSIGNMENT

No party shall assign, transfer or sub-contract this MOU nor their rights or duties under this MOU without the prior written consent of the other parties.

7. RECORDS

All parties subject to this MOU shall maintain a record of services provided in sufficient detail to permit an evaluation of the MOU. All such records shall be made available during normal business hours to authorized representatives of the Partner Agencies, State, and Federal governments during the term of this MOU and during the period of record retention for the purpose of program review and/or fiscal audit.

8. COMPLIANCE WITH LAWS/POLICIES

The parties shall comply with all applicable rules and regulations set forth by the AFG Program and any subsequent reporting requirements as directed by the State.

9. NON-DISCRIMINATION

During the performance of this MOU, the parties shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, age or gender, pursuant to all applicable State and Federal statutes and regulations.

10. RELATIONSHIP OF PARTIES

It is understood that this is a MOU by and between separate public agencies and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

11. NO THIRD PARTY BENEFICIARIES

The parties agree it is their specific intent that no other person or entity shall be a party to or a third party beneficiary of this MOU or any attachment or addenda to this MOU.

12. INDEMNIFICATION

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.

13. NOTICE

Any and all notices, reports or other communications to be given to the parties shall be given to the persons representing the respective parties at the following addresses:

GCSO:

Groveland Community Services District
18966 Ferretti Road
Groveland, CA 95321
Phone: (209) 962-7161
Fax: (209) 962-4943

COUNTY:

Tuolumne County Fire Department
County of Tuolumne
2 South Green Street
Sonora, CA 95370
Phone: (209) 533-5100
Fax: (209) 533-5503

JFPD:

Jamestown Fire Protection District
18249 4th Avenue
Jamestown, CA 95327
Phone: (209) 984-5623
Fax: (209) 533-5503

14. PUBLIC RECORDS ACT

JFPD and GCSO are aware that this MOU and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of JFPD and GCSO to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

15. ENTIRE AGREEMENT AND MODIFICATION

This MOU contains the entire agreement of the parties relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by all parties. If there are exhibits attached hereto, and a conflict exists between the terms of this MOU and any exhibit, the terms of this MOU shall control.

16. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

17. DISPUTES

The parties agree to use good faith efforts to resolve any disputes prior to bringing any action to enforce the terms of this MOU.

Should it become necessary for a party to this MOU to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Tuolumne, State of California.

18. CAPTIONS

The captions of this MOU are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this MOU.

19. COUNTERPARTS

This MOU may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

20. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this MOU and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

21. CONTROLLING LAW

The validity, interpretation and performance of this MOU shall be controlled by and construed under the laws of the State of California.

22. AUTHORITY

Each party and each party's signatory warrant and represent that each has full authority and capacity to enter into this MOU in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the MOU shall comply with all requirements of law, including capacity and authority to amend or modify the MOU.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the day and year first herein above written.

COUNTY: <hr/> Craig Pedro, County Administrator	GROVELAND COMMUNITY SERVICES DISTRICT: <hr/> Jennifer Flores, Acting General Manager
 <hr/> Paul Avila, Assistant County Fire Warden	JAMESTOWN FIRE PROTECTION DISTRICT: <hr/> Robert Hickey, Chairman
APPROVED AS TO LEGAL FORM: <hr/> Carlyn M. Drivdahl, Deputy County Counsel	