



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday, September 19, 2022 at 6:00 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 6:13 PM**

**A. BOARD ROLL CALL - Determination of a Quorum**

Board President, David Upchurch, H; Board Secretary, Jennifer Butler H; Max Wilmarth H; Lindsay Parker A.

**2. APPROVE ORDER OF THE AGENDA**

Max Wilmarth Motioned to approve the order of the agenda and Jennifer Butler seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Lindsay Parker A.

**3. PUBLIC COMMENT**

*At this time, the public may address the Board on subjects not on the agenda. Comments may not exceed three (3) minutes in length. While State Law prohibits Board action or discussion on any item not on the agenda, members of the Board may briefly respond to statements or questions from members of the public, provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting, or take action to direct staff to place a matter on a future agenda. Members of the public are asked to submit a speaker card for public comment in advance of the Chair calling for public comments.*

There were no public comments at this time.

**4. CONSENT CALENDAR**

Consent Calendar items are considered routine and will be adopted in one single motion with no separate discussion of the items. Directors or members of the public can request that specific items be removed from the Consent Calendar. When item(s) are removed, the Board will adopt the remaining Consent Calendar items in one single motion. After

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format or requires another person to assist you while attending this meeting, please contact staff at the Graton Community Services District office at (707) 823-1542 as soon as possible (no later than 10 days before the scheduled meeting) to ensure that arrangements for accommodation may be provided.

approval of the Consent Calendar, the Board will take action on pulled items as Business Before the Board.

**CONFIRM EXPENDITURES AND REVENUE (TRANSACTIONS) LIST FOR AUGUST 2022**

- A. *August 2022 Transaction Detail Report*  
*YTD Budget to Actual Report*
  
- B. **REVIEW AUGUST 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES**  
*August 2022 Cash Balance Summary*  
*August 2022 Monthly Cost Report*
  
- C. **REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM AUGUST 15, 2022**  
*Draft Minutes of the August 15, 2022 Board of Directors Meeting*
  
- D. **REVIEW AND ADOPT RESOLUTION NO. 220919A TO CONTINUE VIRTUAL MEETINGS**  
*Resolution No. 220919A - Remote Meetings*

General Manager Davisson advised that item 4A and 4B are being removed from the agenda.

Max Wilmarth Motioned to approve the Consent Calendar and David Upchurch seconded.

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Lindsay Parker A.

- 5. **STUDY AND DIRECTION TO STAFF**
  - A. **CONTINUE STUDY ON THE IDENTIFICATION AND DEVELOPMENT OF STRATEGIC INITIATIVES FOR THE NEXT 5-YEAR PLANNING PERIOD**

General Manager Davisson discussed with the Board how can we ensure that we are able to remain an enduring organization? The Board discussed looking at the financial responsibility, effective management of finances, management of escalating employment costs, such as insurance, CalPers, etc.

After much discussion it was suggested perhaps the Board would like to hold a workshop with the Board members to discuss these issues.

- 6. **INFORMATIONAL ITEMS FROM STAFF – (No Action Required)** The following items are informational in nature. Staff is available to the Board and Public to provide any additional information requested.

- A. **Receive an update on the Fiscal Year 2020 – 21 financial audit**

There is one piece of information that was misreported. The auditor is working with Sonoma County to get it corrected. Once the correction is complete, it will be resubmitted with the correct information.

**B. Receive an update on the Forestville/GCSD Ad Hoc Committee activities**

The two agencies continue to meet to discuss shared issues related to recycled water and sharing resources. The agencies are working together to develop shared recycled water storage and use strategies to prevent the need for live stream discharge during the wet season to the fullest extent possible.

**C. Receive an update on the Occidental pipeline feasibility study**

General Manager Davisson advised Sonoma County Water Agency received a grant for the design and issued an RFP last month. They are currently reviewing the proposals. Sonoma Water Agency and Graton are working together on this project. GCSD will be bringing a service agreement to the Board in November or December of 2022 for consideration. Completion of the pipeline construction is estimated to be 3-5 years. Staff will continue to update the Board.

**D. Receive an update on the floating solar project**

General Manager Davisson mentioned to the Board that he spoke with Brian Hines regarding an update on the floating solar panel project. He invited Brian to attend our next meeting and provide the Board with an update.

**E. Receive an update on the conversion to liquid sodium hypochlorite for interim disinfection.**

General Manager Davisson advised the Board that he signed the contract for the storage tank so Graton could use it at no cost. He advised the storage tank will be free of charge if we continue to order our chemicals through them.

**F. Receive an update on the Lift Station Generator Repair/Replacement assessment**

General Manager Davisson stated we are in the process of comparing the costs of rebuilding the generator vs replacing it. He also reminded the Board the insurance will provide a large portion of the replacement cost.

**G. Receive an update on Sewer Discharge Agreement with Manzana Products, Inc.**

General Manager Davisson advised the Board he is currently awaiting the contract from Manzana's legal counsel. Once we receive the agreement from Manzana's counsel, we will give it to our counsel. He will advise the Board once he receives an update.

**H. Receive an update on Mandatory Minimum Penalties (MMP) assessment by the State Water Resources Control Board**

We did receive a letter from the Regional Board with a desire to resolve some compliance issues that carry penalties. Chad has spoken with legal counsel and plans to bring this to the Board in closed session if permissible.

**I. Receive an update on "In-House" finance management transition**

Staff is actively working on transitioning to “In House” finance management using QuickBooks. The General Manager has reached out to the Finance arm of the California Special Districts Association for assistance in the transition.

**7. GENERAL MANAGER’S REPORT TO THE BOARD**

**A. Treatment Plant Operations Update**

- Operations Report
- Overtime report

The Operations report was reviewed and discussed. The Overtime report showed 5 hours of overtime worked. Questions were asked and answers were provided to the Board.

**Collection System Operations and Maintenance Update**

- **GCSD Sewer Repair and Rehabilitation**

General Manager Davisson advised he is currently working with the State Water Resources Control Board to update the operation and maintenance plan which identifies capital improvement requirements, associated schedule, implementation and funding plans.

**8. GENERAL MANAGER ANNOUNCEMENTS**

General Manager Davisson advised the Board he will be out of town the first week of October. He advised the Board he will be available by phone if needed.

**9. BOARD MEMBER REPORTS**

None

**10. FUTURE AGENDA ITEMS FOR CONSIDERATION**

Board Secretary Butler asked if we qualify for any incentives that are currently available. General Manager Davisson stated he would investigate further and discuss with the Board when he has more information.

**11. ADJOURNMENT 7:50 PM**

---

Minutes Approved

---

Date