



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, April 15, 2024, at 6:00 PM

1. CALL TO ORDER 6:16 PM

A. BOARD ROLL CALL - Determination of a Quorum

Board President, David Upchurch, H; Board Vice President, Jennifer Butler H; Max Wilmarth H; Devin Drew H; Ravi Alimchandani A.

2. APPROVAL OF THE AGENDA

Director Wilmarth Motioned to approve the order of the agenda and Director Drew seconded.

Board President, David Upchurch, Y; Board Vice President, Jennifer Butler Y; Max Wilmarth Y; Devin Drew, Y; Ravi Alimchandani 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.

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

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.

A. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM JANUARY 15, 2024

Draft Minutes of April 15, 2024 Meeting

B. APPROVE FEBRUARY 2024 FINANCIAL REPORTS

March 2024 Budget to Actual Report

March 2024 Monthly Financial Summary Report

March 2024 Monthly Transaction Report

March 2024 Monthly Cash Summary Report

Director Wilmarth Motioned to approve the Consent Calendar and President Upchurch Seconded.

Board President, David Upchurch, Y; Board Vice President, Jennifer Butler Y; Max Wilmarth Y; Devin Drew Y; Ravi Alimchandani A.

5. BUSINESS BEFORE THE BOARD

A. RECEIVE AN OVERVIEW OF SEWER FUND(S) BALANCE TRENDS BY SONOMA COUNTY REPRESENTATIVES

Melissa from Sonoma County advised we have received the \$400,000 from Manzana and the grant for the Town Square. Melissa wanted to make sure the reports they were providing to the Board monthly are helpful and useful reports. She also asked the Board if there was any other type of information that would be helpful for the Board to see monthly. The Board advised Melissa they like the current reports that are being provided and find them useful. She reviewed the financial status of Graton with the Board and answered all questions from the Board.

B. RECEIVE AN OVERVIEW OF GRATON CSD ANNUAL SEWER SERVICE AND CONNECTION FEES AS WELL THE FEES OF NEIGHBORING SEWER AGENCIES OF SIMILAR SIZE

Annual sewer Service Fee Comparison by Agency

Sewer Fee History and Change per Agency

There are a lot of factors that contribute to what rate is charged. General Manager Davisson provided an Annual Sewer Service Fee Comparison by agency. He also provided a sewer fee history and change per agency for the Board's review and discussion. The Board discussed the various reasons for rate increases and amounts. All other local sewer agencies raised their rates between 3% to-9%. Graton is the only district that did not raise their rates. The staff's recommendation would be to keep the fees in line with costs. Graton has not had any rate increases in the past 12 years. General Manager Davisson advised the Board this discussion was made for the Board to see how our fees align with other districts.

C. RECEIVE THE SUMMARY OF FINDINGS OF AN INDEPENDENT INVESTIGATION RELATED TO THE LEGALITY OF THE ESTABLISHMENT OF AN AD HOC COMMITTEE AND PROCUREMENT OF THE TOWN SQUARE

Chad sent out what was determined to be the relevant portion of the investigation that shows what the investigator's findings were. He brought a binder to the meeting with all the detailed information. The final determination made by the investigator is that there was no wrongdoing and processes and funds were handled properly.

D. RECEIVE AN AD HOC COMMITTEE UPDATE ON ACTIVITIES RELATED TO THE GRATON TOWN SQUARE PROJECT

Last month the Board authorized the formation of two committees. The committees had a meeting before today's regularly scheduled meeting. They decided we are going to open the Town Square to the public by November. We need another mowing, and advised the survey was done. Director Butler asked that the Board make themselves available on May 13th at 6:00 PM for a meeting to further discuss the Town Square.

E. REVIEW THE PROPOSED DESIGN CONCEPTS OF THE TOWN SQUARE PROJECT

Town Square Topo Map
Draft Design Elements

The Town Square Topo Map was shown to the Board in addition to the Draft Design Elements. The decision currently is to leave all trees that are currently on the property in place. Director Wilmarth gave a brief explanation to the Board as they reviewed the map. He also reviewed the anticipated timeline with the Board. June and July they would like to invite people to help with the gardening and planting.

F. RECEIVE A STATUS UPDATE ON ACTIVITIES RELATED TO THE GRANT FUNDED SEWER ASSESSMENT PLANNING PROJECT

Kickoff Meeting Notes

The work assessing the sewer systems and pipelines is completed. There is a six-inch pipeline that sends water back and forth to Forestville. There is also an eight-inch pipeline that is connected to Graton. No one knows what the lines were previously used for. If there are two pipelines that would allow Graton to send partially sewered water to Forestville. We could send the water we treated and combine the water they are treating and store it in the ponds. We received our first reimbursement from the state for about \$30,000. We have enough left to complete the intertie assessment.

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 Forestville/GCSD Operational Recycled Water Activities The intertie assessment.

General Manager Davisson agreed we would have an ad Hoc meeting before the next Forestville meeting. There has been a lot of talk about the opportunity of the two facilities to work together. General Manager Davisson mentioned he could provide a map of the interties showing the two lines and how they connect together, etc.

- B. Receive an update on the Occidental pipeline project.

The MOU has been signed and is done. General Manager Davisson has a copy if anyone wants to take a look at it.

- C. Receive an update on the NPDES Permit renewal status

General Manager Davisson stated there was not a lot to update on this subject. All the paperwork was submitted. Permit Chad reached out to our permit writer Sabrina. Unfortunately, he believes that Forestville's permit is under public review and so it has already been approved by the Board, but it is just about done. Right now, our discharge point is to the creek. We have a very limited amount to the creek flow. He would like us to have the same discharge as Forestville for a period of time.

- D. Receive an update on Manzana products connection to GCSD Sewer System

They provided their connection fee. Chad will calculate their service fee. Their estimated move out is in 2025. They are working to pump from their treatment ponds to our system and we will be able to monitor what they are doing through our SCATA system.

- E. Receive an update on Legal Counsel transition and RFP

Claire is no longer with Meyers Nave. She and a few colleagues started their own firm. He wants to send the RFP to a few selected firms. We would like to have three or four firms then possibly have an ad Hoc committee interview the firms and possibly make a recommendation to the Board. Claire agreed to keep the same fees we were paying Meyers Nave if we elected to go with her firm. General Manager Davisson mentioned the Board may also want to consider creating a fixed fee for routine General Counsel service. This type of service would be agreed to ahead of time.

- F. Receive an update on proposed high-density residential development at 8525 Graton Road

There were lots of questions asked by residents of Graton asking about the proposed project such as exiting in emergency, how the operations would be, how the members felt about the upkeep of the property, traffic, and many other things. Their concerns were heard by the Board and answers were provided to the residents based on information we currently know.

- G. Receive an update on FY 2024-25 Annual Budget Kick off

Next Board meeting there will be a draft proposed preliminary budget for all three of the funds for the next fiscal year by May. Changes can be submitted in June or July and in August we will put together the actual budget.

- H. Receive an update on possible transition to in-house financial management and transition away from Sonoma County

There is good and bad about the structure of the current structure, but the County is also difficult to work with. Forestville has hired a finance director to come in once a week and help them set up a system in QuickBooks and make the accounts payable. At this time, it is all new and possibly Graton may want to set up their own QuickBooks and have their own independent system. Linda has shown great interest in being a part of it. We assess things as they progress.

- I. Receive an update on RFP for sewer rate and cost of service study

We need to have a study session/workshop and look at our policies for reserves amounts. Then look at all the rates and get some idea of where we want to build from there.

7. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report
- Overtime Report

The reports were reviewed by the Board and questions were asked and answered.

8. GENERAL MANAGER ANNOUNCEMENTS

No announcements at this time

9. BOARD MEMBER REPORTS

Director Wilmarth will be attending the next Board meeting remotely. He will send General Manager Davisson the address to post on the agenda.

10. FUTURE AGENDA ITEMS FOR CONSIDERATION

Meeting on May 13th at 6:00 PM. Special meeting to discuss the finances, reserves, policies and the rates. May 28th meeting at 5:00 PM. Special meeting.

11. ADJOURN TO CLOSED SESSION 9:10 PM

Minutes Approved

Date