



SPECIAL MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, March 27, 2023 at 6:00 PM
Various Locations – Teleconference Meeting Pursuant to
Executive Order N-29-20

1. CALL TO ORDER 6:12 PM

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

B.

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

2. APPROVE ORDER OF THE AGENDA

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

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

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. PRESENTATION BY COLLEEN HALEY PROVIDING AN OVERVIEW OF THE SERVICES PROVIDED BY THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

This item was moved after Business Before the Board at the request of 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.

Ms. Colleen Haley from California Special Districts Association (CSDA) was there to explain about the services and support provided by CSDA. Colleen explained that there are approximately 2,000 special districts in the state and about half of them are members with CSDA. She also explained that CSDA provides training webinars are provided free of charge. They also provide certifications for Board members and General Managers. They also provide grant writers to help in addition to one hour of free legal counsel per district per year. Colleen advised she will provide a Members Benefit sheet to each Board member once she receives the Board information for General Manager Davisson. Colleen provided the Board members with lots of information and answered questions from the Board.

5. **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.

A. **REVIEW AND CONFIRM MONTHLY FINANCIAL SUMMARIES FOR FEBRUARY 2023**

Budget to Actual Report

Monthly Transaction Detail Report

Monthly Cash Flow Report

Monthly Cash Balance Report

B. **REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM FEBRUARY 21, 2023**

Draft Minutes of February 21, 2023 Meeting

Jennifer Butler Motioned to approve the items on the Consent Calendar and Max Wilmarth Seconded to approve the February 21, 2023 Special Meeting Minutes.

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

6. **BUSINESS BEFORE THE BOARD**

A. **RECEIVE AN UPDATE ON THE DISTRICT'S AGREEMENT WITH MANZANA PRODUCTS, INC. THE STATUS OF THE LAFCO OUTSIDE SERVICES AGREEMENT AND MANZANA'S ON SITE INFRASTRUCTURE IMPROVEMENTS**

General Manager Davisson introduced Andy Kay and Jean-Philippe Riblet from Manzana Products Inc. to provide a update on the status of the connection to the GCSD sewer system. Mr. Kay explained that the outside services agreement with the district has been executed and that the Sonoma LAFCO application was submitted and is currently under review. The Manzana on-site sewer system will be constructed using a sewer pumping station which will discharge into the manhole at the corner of Green Valley and Ross Roads into the district's gravity sewer mainline. This work is expected to be completed by the end of May 2023. Questions from the Board were solicited and answered. Staff will provide regular updates as appropriate.

B. RECEIVE AN UPDATE ON THE COLLECTION SYSTEM EVALUATION AND IMPROVEMENT PROJECT

General Manager Davisson introduced Kathryn Giese of West Yost Associates. The District has contracted with West Yost to provide assistance with the application with the State Water Resources Control Board for an extension of an existing \$500,000 planning grant for the inspection and design of comprehensive sewer collection system improvements. This application has been submitted to the State and the district is awaiting notification of approval of the extension and revised work plan. Ms. Giese also mentioned that at the end of this planning and design period, she expects that the State Water Resources Control Board would potentially provide additional grant funding for the construction of the identified improvements. Questions from the Board were solicited and answered. Staff will provide regular updates to as appropriate.

C. RECEIVE AN UPDATE ON THE FLOATING SOLAR PROJECT STATUS

Brian Hines advised the Board he has not heard back from PG&E since January. The online status is reflected as “under review” and they state that is their criteria. Sonoma County permit is also taking a while. Everything was paid for approximately six weeks ago. Brian Hines also stated we could proceed with the onshore electrical equipment so that would be done when the solar panels arrive at the end of April. He said we could expect installation to be completed by the end of June. Brian will check on any other grants or discounts that may be available to our district.

D. DISCUSSION OF OPPORTUNITIES TO EXPAND THE DISTRICT’S ROLE AND SERVICES AND ESTABLISHMENT OF AN AD HOC COMMITTEE

General Manager Davisson, Max Wilmarth and Jennifer Butler have a meeting scheduled on Wednesday via Zoom to discuss grants. They will keep the Board updated once they have additional information.

E. APPROVE AMENDMENT 1 TO AN EXISTING CONTRACT WITH CHAD DAVISSON FOR CONTINUATION OF GENERAL MANAGER SERVICES

First Amendment to Agreement for General Manager Services

General Manager Davisson advised the Board it has been one year since his original contract was signed. He created a new contract with no end date allowing the contract to end when he or the Board decide to no longer utilize his services. The Board was provided with a copy of his proposed agreement for their review.

Ravi Alimchandani Motioned to approve the First Amendment for the General Manager Services and Jennifer Butler Seconded.

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

7. **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. Return to in-person meetings

General Manager Davisson discussed the 2023 meeting calendar with the Board. The Board decided, due to schedule conflicts and a holiday to change a couple of the meeting dates. The June 19, 2023 meeting will be changed to June 26, 2023 at 6 pm and the May 15, 2023 meeting is changed to May 22, 2023 at 6 pm. A revised meeting calendar will be distributed at the April meeting with the recent meeting changes.

B. Board member completion of Form 700, Statement of Economic Interests

General Manager Davisson advised the Board their Form 700 is due April 4th. He reminded everyone to be sure to send in his or her form timely.

C. Board member required training in Ethics and Sexual Harassment

General Manager Davisson advised the Board that they are all required to complete the Sexual Harassment and Ethics classes. He informed them the classes are available for free via webinar on the CSDA website.

D. Receive an update on the Fiscal year 2021-22 financial audit

General Manager Davisson updated the Board on the status of the Fiscal year 2021-22 financial audit. He stated he just received an email that the auditors are very close to completing the audit. There are just a couple more items they are working on before completing it.

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

David Upchurch and possible Max Wilmarth will attend the next Ad Hoc meeting. The Board will discuss the matter further and decide who will actually be on the Ad Hoc Committee.

F. Receive an update on the Occidental pipeline feasibility study

Since the last Board meeting General Manager Davisson reported there really wasn't much to update at this time. He will keep the Board updated once he has additional information.

G. Discuss vegetation control issues and proposed options

The Board discussed the various options available to assist with vegetation control. We received quotes in the \$18,000 range and an additional \$2,000 monthly to maintain it. They discussed the goat suggestion to help with the vegetation but felt there would be too many goats required to work on the large space.

H. Receive an update on the conversion to liquid sodium hypochlorite for interim

General Manager Davisson reported the system is complete. We now have two functioning analyzers, and it is working well.

I. **Receive an update on the discussions with City of Sebastopol related to the District's future planning efforts**

General Manager Davisson met with the city of Sebastopol. There were some issues, and it did not seem like they were ready to work with us right now. They then went out to the City of Santa Rosa and spent 45 minutes with their Operations Director and had a very positive experience.

J. **Receive an update on on-going operations and engineering assessments by Coleman Engineering**

Coleman Engineering was asked what is different and what is not. We want to understand where the bottlenecks in the system are. Chris Miranda did an overview of the site shadowing the operators to help assess what needs to be done from an operational standpoint. We would like to get to a point where anyone can walk in and operate the facility. The goal is to get to a place where we can create a plan.

K. **Receive an update on the status of the District's NPDES permit renewal**

General Manager Davisson has a meeting scheduled tomorrow with the permit writer. General Manager Davisson submitted the LAFCO application. They have confirmed they received it. Manzana has not contacted him with any questions. He is assuming there are no issues. We will want to hear from them regarding approval and then we will receive the \$400,000 check.

L. **Receive proposed Board Meeting Schedule for remainder of 2023**
2023 Board Meeting Schedule

The 2023 Board Meeting Schedule was distributed to the Board for their review.

8. **GENERAL MANAGER'S REPORT TO THE BOARD**

A. Treatment Plant Operations Update

- **Operations Report**
- **Overtime report**

The Operations and Overtime reports were reviewed and discussed. Questions were asked and answers were provided to the Board.

B. Collection System Operations and Maintenance Update

- Status of GCSD Sewer Repair and Rehabilitation needs

9. **GENERAL MANAGER ANNOUNCEMENTS**

Nothing to report at this time

10. **BOARD MEMBER REPORTS**

There were no Board reports at this time

11. FUTURE AGENDA ITEMS FOR CONSIDERATION

None

12. ADJOURNMENT

Director Butler Motioned that we adjourn the meeting and Director Alimchandani seconded.

Meeting Adjourned 9:04 PM

Minutes Approved

Date