



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday November 21, 2022 at 6:00 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 6:05 PM**

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

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

**2. APPROVE ORDER OF THE AGENDA**

Lindsay Parker Motioned to approve the order of the agenda and Max Wilmarth seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Lindsay Parker Y; Devin Drew, Y

**3. INTRODUCTION OF NEW BOARD MEMBER, DEVIN DREW**

New Board member Devin Drew was sworn in by General Manager Chad Davisson. The Board welcomed Devin Drew to the Board and are looking forward to working together.

**4. 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.

**5. CONSENT CALENDAR**

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.

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.

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

A. *October 2022 Transaction Detail Report*  
*YTD Budget to Actual Report*

B. **REVIEW OCTOBER 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES**  
*October 2022 Cash Balance Summary*  
*October 2022 Monthly Cost Report*

C. **REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM NOVEMBER 21, 2022**  
*Draft Minutes of the October 17, 2022 Board of Directors Meeting*

D. **REVIEW AND ADOPT RESOLUTION NO. 221017A TO CONTINUE VIRTUAL MEETINGS**  
*Resolution No. 221121A - Remote Meetings*

Jennifer Butler Motioned to approve the items on the Consent Calendar and Lindsay Parker Seconded

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

**6. BUSINESS BEFORE THE BOARD**

**INTRODUCTION OF RAVI ALIMCHANDANI, INTERESTED IN BECOMING GRATON CSD BOARD MEMBER**

General Manager Davisson introduced Ravi Alimchandani that is a member of Graton that would like to become a Board member. Ravi advised the Board about his background and answered questions the Board asked.

After discussion by the Board, they had enough information from Ravi to make the decision to vote him in as a Board member. They will swear in Ravi at the next regularly scheduled

**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. Receive an update on the Forestville/GCSD Recycled Water activities**

There was a meeting on November 2<sup>nd</sup>. There is a shared pipeline for us to share our water with Forestville Water District. The pipeline was tested. Graton and Forestville want to minimize the discharge into the creek and recycle water for frost protection.

**B. Receive an update on the Occidental pipeline feasibility study status**

We meet occasionally with the Sonoma County Water Agency. The Bids for the pipeline are being reviewed now. Sonoma County is funding a 100% of this project. We are estimating a possible agreement between Sonoma County Water Agency and Graton to be presented to our Board in January 2023. Pipeline construction timeline was not provided as they are currently working with a design firm to get a design which should take approximately six months and they are also looking for additional funding. This is an estimated minimum two-to-five-year project.

**C. Receive an update on the floating solar project status**

General Manager Davisson spoke with Brian Hines. They received drawings on Friday. The Site Plan was provided to General Manager Davisson. PG&E connection is in the works. General Manager Davisson will provide the site plan to the Board.

**D. Receive an update on plant operations, engineering, and capacity analysis**

General Manager Davisson authorized Coleman Engineering to do a complete assessment of plant operations to check how efficient the operations are. They will also be looking at the treatment capacity and what that is based on, etc. General Manager Davisson would also like to determine what areas we have deviated from the design and why. They will also be shadowing the operators to determine if there are better efficiencies for current operations.

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

General Manager Davisson reported he signed a contract for renting at no cost, the tank for storing liquid sodium hypochlorite. He discussed with President Upchurch the status of some critical equipment chlorine analyzers. When it was in service several years ago it had all of the components, but now they are determined not to be reliable and are not functioning properly. We will have to purchase the compliance determining analyzer and rebuild the one that is used for dosing since it isn't as critical. Since it is an interim system, it wouldn't be cost effective to purchase two new analyzers and will purchase the compliance determining analyzer new.

**F. Receive an update on UV System upgrade project**

General Manager Davisson received an updated quote based on time lapse. The quote was \$270,000 to \$280,000. We need to determine how we can fund that. We may need financing but will look at that later and see if we can fund it.

**G. Receive an update on City of Santa Rosa UV system upgrade project**

City of Santa Rosa did a sixty-five-million-dollar upgrade to their UV system. They stated it was inefficient. General Manager Davisson will talk to them about the equipment that is being removed and see if we can use any of it for our needs.

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

Our generator is currently functioning, but it has oil leaks. We need to have it evaluated to determine if it can easily and affordably be repaired. We may want to

consider replacement. SDRMA will pay the replacement cost up to a certain amount. The end result may be better to just purchase a new one.

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

President Upchurch and Secretary Butler were on the initial call with the State Water Resources Control Board regarding the mandatory minimum penalties. The penalties were found as far back as 2008. They State Water Resources Control Board determined five violations which would have equaled \$15,000 in penalties. They were able to get the fines reduced to \$3,000. We are taking steps to avoid these types of penalties in the future.

**J. Receive an update on “In-House” Finance management transition**

Sonoma County charges are about \$40,000 a year. We have been experiencing long delays in the process of our invoices and vendors are not receiving their payments timely. We are currently trying to bring the finances in house using QuickBooks. CSDA will help us get everything set up and in order. Chad would like to put this process in place by the end of the year.

**K. Receive an update on the Manzana Products wastewater services agreement**

General Manager Davisson advised the Board that he is waiting to hear back from Manzana. The Terms of Agreement were reviewed by legal counsel. Once reviewed by legal counsel, they were sent back to Manzana and have not hear back yet.

**L. Receive an update on pasteurization and co-gen equipment decommissioning and liquidation process**

**I DIDN'T HEAR WHERE WE TALKED ABOUT THIS. MY NOTES SAY TO LISTEN TO THE RECORDING. I MUST BE MISSING IT. Will you please help with this**

**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**

GCSD Sewer Repair and Rehabilitation needs

Chad advised the Board that he is working with the Regional Board to make improvements.

**9. GENERAL MANAGER ANNOUNCEMENTS**

General Manager Davisson did not have any announcements.

**10. BOARD MEMBER REPORTS**

None at this time

**11. FUTURE AGENDA ITEMS FOR CONSIDERATION**

None at this time

**12. ADJOURNMENT 8:28 PM**

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Minutes Approved

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Date