GRATON COMMUNITY SERVICES DISTRICT
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GRATON
community services district

SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, September 28, 2026 at 5:00 PM
Graton Day Labor Center
2981 Bowen Street, Graton, CA 95444

1. CALL TO ORDER 5:04 PM

BOARD ROLL CALL

Board President, Jennifer Butler H ; Board Vice President, Max Wilmarth H ; Director David Upchurch H ; Director Dave Clemmer H ; Director Joseph McIntyre H .

2. APPROVAL OF THE AGENDA

Director Wilmarth Motioned and Director Clemmer Seconded to approve the order of the agenda.

Board President, Jennifer Butler Y; Board Vice President, Max Wilmarth Y ; Director David Upchurch Y ; Director Dave Clemmer Y; Director Joseph McIntyre 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.

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.

4. CONSENT CALENDAR

A. APPROVE THE MINUTES OF THE AUGUST 31, 2026 SPECIAL MEETING OF THE BOARD OF DIRECTORS

B. RECEIVE AND REVIEW THE MANAGEMENT CONSULTANT/STAFF REPORT TO THE BOARD

The Board reviewed the Management Consultant/Staff Report to the Board. The Board asked various questions and all questions were answered.

C. RECEIVE THE AUGUST 2026 FINANCIAL REPORTS

Director Upchurch Motioned and Director McIntyre Seconded, to approve items 4A, 4B and 4C,

Board President, Jennifer Butler Y; Board Vice President, Max Wilmarth Y ; Director David Upchurch Y ; Director Dave Clemmer Y ; Director Joseph McIntyre Y .

5. BUSINESS BEFORE THE BOARD

A. RECEIVE AN UPDATE ON THE HIGH-DENSITY RESIDENTIAL DEVELOPMENT AT 8525 GRATON ROAD

Management Consultant Davisson stated he received an email from the developer that they have made it through the planning phase, and the project appears to be moving forward. They want figures on what the connection fees would be. Management Consultant Davisson is working on obtaining those numbers to them.

B. APPROVE A PROPOSAL FROM THE DISTRICT'S ENGINEERING FIRM, WEST YOST, TO EVALUATE AND DEFINE THE WASTEWATER SYSTEM IMPROVEMENTS NEEDED TO ACCOMMODATE FLOW FROM OCCIDENTAL SANITATION DISTRICT (PHASE 1), IN AN AMOUNT NOT TO EXCEED $50,000.

Our District Engineer, Katheryn Gies from West Yost discussed the proposal for engineering services to define GCSD Wastewater System Improvements needed to accommodate wastewater flows from Occidental Sewer District.

She reviewed the many aspects of their proposal to evaluate and define the wastewater system and the various phases that would be involved and what they would entail. She reviewed the estimated costs, hours that would be involved, etc. After lots of discussion

There will be a special meeting set up to discuss the items in greater detail regarding the project.

C. ADOPT THE FINAL FISCAL YEAR 2026-2027 BUDGET FOR ALL FUNDS.

Management Consultant Davisson advised the district approved the preliminary budget was already approved earlier this year. By September 30th, they want us to submit the final resolution of the preliminary budget. He discussed some changes that we made by renting an operator from Forestville. He reviewed the various changes we could make before we finalize the preliminary budget. He advised that he will be billing his hours at 80% to Graton and 20% to the Town Square.

Director Upchurch Motioned to adopt the final Fiscal year 2026-2027 Budget for all funds and Director Wilmarth seconded.

Board President, Jennifer Butler Y; Board Vice President, Max Wilmarth Y ; Director David Upchurch Y ; Director Dave Clemmer Y ; Director Joseph McIntyre Y .

D. APPROVE A NEW COMPENSATION STRUCTURE FOR STANDBY PAY

Management Consultant Davisson presented an MOU for a new compensation structure for standby pay. He stated he has been working with Forestville to have an on-call system with 4 operators from Forestville and 1 from Graton. He reviewed how the Stand By pay would work and discussed it in detail also advising it provides better coverage. After review by the Board

Director McIntyre Motioned and Director Wilmarth Seconded. The new Compensation Structure for Standby Pay was approved.

Board President, Jennifer Butler Y; Board Vice President, Max Wilmarth Y ; Director David Upchurch Y ; Director Dave Clemmer Y ; Director Joseph McIntyre Y .

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

Lots of upcoming activities are being planned. Discussions about building up the Town Square and possibly renting it out for parties and weddings, etc. A listing was presented listing Graton Town Square Activities and Updates and was reviewed by the Board.

F. DISCUSS UPDATES TO THE DISTRICT WEBSITE AND THE DEVELOPMENT OF A SOCIAL MEDIA PROGRAM TO PROVIDE RELEVANT CONTENT TO THE DISTRICT'S CUSTOMERS.

No updates to provide at this time.

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

A. Receive an update on facilitated planning effort related to the district's recreation activities

The only update is there are a lot of questions and possibly having a planning meeting with regards to the Town Square. There are so many things happening and there may be more than one meeting needed to accomplish all that needs to be discussed. The meeting has tentatively been scheduled for Friday, December 11th at 10 AM in the morning. Please send a reminder out to everyone regarding the meeting. Chad to send out a reminder with location. It may very well be the Community Club.

B. Receive an update on the Forestville/GCSD Operational and Recycled Water Activities

Forestville is currently providing one full-time operator to Graton. Management Consultant Davisson also mentioned they are looking at November for a joint meeting to discuss many things. Next week he would like to start the shared-on call. We have not had an Ad Hoc meeting in a while so we need to set that up soon.

C. Receive an update on the Occidental pipeline project.

Design is underway at this time.

D. Receive an update on the proposed SCADA System upgrades at the plant and lift station(s).

Management Consultant Davisson met with an integration firm and they are working on a second proposal from a different firm. He is hoping to bring something to the next meeting for the Board to review.

E. Receive an update on the potential for establishing a dedicated non-profit designation to facilitate donations to the district's recreational facilities and activities.

Management Consultant Davisson has not worked on that yet and thinks we should have a joint workshop to discuss the particulars.

There are discussions that need to be had to discuss 501C options for possible donations.

F. Receive an update on the status for the completion of the FY 2026-27 Direct Charge process.

There are no updates currently. Management Consultant Davisson said we should probably include this item in the December workshop. The case for the person that fell into a manhole has been settled and dismissed.

Our other case currently pending is being worked on by legal counsel and we have not heard anything additional at this time.

Management Consultant Davisson purchased two Ford Ranger trucks, and they were delivered about three weeks ago.

7. MANAGEMENT CONSULTANT ANNOUNCEMENTS

None

8. BOARD MEMBER REPORTS

None

9. FUTURE AGENDA ITEMS FOR CONSIDERATION

- Generator - talk about an emergency generator. Dual fuel with propane and a mobile generator for the lift station.
- Should we auction off any of the vehicles we currently have?

10. ADJOURNMENT 7:52 PM

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Minutes Approved Date