



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, August 15, 2022 at 6:00 PM

Various Locations – Teleconference Meeting Pursuant to Executive Order N-29-20

1. CALL TO ORDER 6:09 PM

A. BOARD ROLL CALL - Determination of a Quorum

Board President, David Upchurch, H; Board Secretary, Jennifer Butler H; Max Wilmarth H; Carol Benfell A; Lindsay Parker 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 Y; Max Wilmarth Y; Carol Benfell A Lindsay Parker 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

4. ACKNOWLEDGEMENT OF RESIGNATION OF DIRECTOR BENFELL

General Manager Davisson advised the Board that Director Benfell resigned from the Board due to health reasons. The Board elected to move forward and operate with four Board members.

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.

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.

CONFIRM EXPENDITURES AND REVENUE (TRANSACTIONS) LIST FOR July 2022

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

B. REVIEW MAY 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES

July 2022 Cash Balance Summary
July 2022 Monthly Cost Report

C. REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM JULY 18, 2022

Draft Minutes of the July 18, 2022 Board of Directors Meeting

D. REVIEW AND ADOPT RESOLUTION NO. 220815A TO CONTINUE VIRTUAL MEETINGS

Resolution No. 220815A - 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; Carol Benfell A; Lindsay Parker Y.

Jennifer Butler Motioned to approve the Consent Calendar and Lindsay Parker seconded

6. BUSINESS BEFORE THE BOARD

A. ADOPT RESOLUTION NO. 220815B APPROVING AN AGREEMENT WITH SONOMA COUNTY FOR COLLECTION OF SPECIAL TAXES, FEES AND ASSESSMENTS.

Resolution 220815B – Agreement with Sonoma County to Collect Annual Sewer Service Fees

Agreement with Sonoma County for Collection of Annual Sewer Fees

General Manager Davisson discussed in detail Resolution 220815B with the Board. The Election Resolution 220815B states the Board agrees with Sonoma County for collection of special taxes fees and assessments and authorizes the Board President to execute the agreement with Sonoma County of behalf of the district subject to approval by the District Counsel.

Jennifer Butler Motioned to approve Resolution 220815B and Lindsay Parker seconded.

7. 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 reviewed the current Mission Statement for GCSO. He asked the Board if they thought it required changes and or additions. Some of the Board members suggested it should include mention of recycled water, financial responsibility, environmental stewardship, etc. There was discussion regarding the GCSO Vision and the Board's thoughts. Possible partnerships with other agencies such as Occidental, Sebastopol, Forestville, Water District. General Manager Davisson mentioned those were all great suggestions and discussion should continue at future meetings.

8. 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 general election requirements and timeline

Election Timeline

Candidate Nomination Process

General Manager Davisson stated 3 Board members filed and there will not be an election. They will all be reappointed. David Upchurch and Jennifer Butler will serve four-year terms and all other Board members will serve two-year terms.

B. Fiscal year 2020-21 Financial Audit update

General Manager Davisson advised the Board that the audit was not completed. They are waiting for CalPERS information as the final remaining item.

C. Receive an update on the Forestville/GCSO Ad Hoc Committee meeting

General Manager Davisson told the Board they had a series of meetings with Forestville. Forestville provided us with templates and currently have four potential clients for recycled water.

D. Receive an update on NPDES Renewal Process (verbal)

General Manager Davisson updated the Board on the NPDES renewal process. He advised the District submitted the Report of Waste Discharge by the deadline. The Regional Water Quality Control Board will reach out to GCSO to negotiate the terms. He reminded the Board these renewals are effective August 2023.

E. Receive an update on Occidental pipeline feasibility study (verbal)

General Manager Davisson met with Sonoma County Water Agency. He expects to have an agreement by November 2022. Sonoma County Water Agency received \$1.45 million for design of the pipeline. An RFP was sent out for the pipeline design, and it is due September 15, 2022. GM Davisson expects to present the draft agreement to the Board, for action, at their October or November 2022 meeting.

F. Receive an update on the floating solar project

General Manager Davisson told the Board that Brian Hines has been out, but the project is moving forward. They are currently working on all the necessary components and General Manager Davisson is awaiting a status report sometime this week.

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

General Manager Davisson advised that the District will be receiving a tank sized by the company that is selling us the chlorine at no charge. We will continue using the tank at no charge as long as we continue to buy our chlorine from them. The analyzers are wearing so the District will need to either replace or rehabilitate them.

H. Report on insurance claims related to the lift station vandalism and sewer overflow

General Manager Davisson advised that we have received a \$23,000 payment for the lift station vandalism. There is a third-party claim that is still pending while under investigation.

9. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report
- Overtime report

The Operations report was reviewed and discussed. There was one hour of overtime to report. 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 reached out to the Regional Board. He was advised we will be receiving grant funding.

10. GENERAL MANAGER ANNOUNCEMENTS

General Manager Davisson advised the Board he will be out of town at the end of the week and will be at a conference in Southern California the following week. He advised the Board he will be available by phone if needed.

11. BOARD MEMBER REPORTS

Secretary Butler advised she may have a possible schedule conflict for the next meeting. She will let General Manager Davisson know next week if she will actually have a schedule conflict.

12. Board Calendar

General Manager Davisson mentioned will be working with President Upchurch on the Board Calendar.

13. FUTURE AGENDA ITEMS FOR CONSIDERATION

General Manager Davisson mentioned he is going to investigate a program announced by Governor Newsom about recycled water financial help. It was also mentioned if we could look into getting a dumpster instead of driving to the dump on Meham. Also, a comment was made about who is handling the weeds? President Upchurch mentioned the Day Labor Center offers labor at half of the price we are currently paying.

14. ADJOURNMENT 8:41 PM

Minutes Approved

Date