



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, March 23, 2026 at 5:00 PM
Graton Day Labor Center
2981 Bowen Street, Graton, CA 95444

1. CALL TO ORDER 5:08 PM

BOARD ROLL CALL

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

2. APPROVAL OF THE AGENDA

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

Board President, Jennifer Butler Y; Board Vice President, Max Wilmarth A; 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 FEBRUARY 16, 2026 REGULAR MEETING OF THE BOARD OF DIRECTORS

Director McIntyre Motioned, Director Clemmer Seconded, to move the February 16, 2026 Regular Meeting Minutes to the next Regularly scheduled meeting due to a computer error.

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

5. BUSINESS BEFORE THE BOARD

A. ACCEPT THE FYE JUNE 30, 2025 ANNUAL FINANCIAL AUDIT

Auditor David Alvey reported on their findings and explained the audit in detail and advised the Board we have passed our audit. He asked the Board if they had any questions regarding the audit. There were questions asked about the Town Square and answered by Mr. Alvey. A typographical error was noted by Director Upchurch. Mr. Alvey said that he would make the correction.

Director McIntyre Motioned, Director Clemmer Seconded, to approve the June 30, 2025 Annual Financial Audit.

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

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

The Applicant shall be responsible for the restoration of existing conditions including, but not limited to surfacing, landscaping, utilities and other public improvements that have been disturbed due to the construction of sanitary sewer facilities. Restoration shall be completed prior to the final of the construction sewer permit, unless otherwise specially approved in advance by Permit Sonoma.

The applicant shall provide the GCSO copies of tentative maps and use permits for use and review by the district.

The applicant shall provide the GCSO copies of the projects Calif environmental Quality Act documents, which shall include addressing/mitigating any impacts associated with the requested wastewater connection for review and comment by the District

Prior to the commencement of sewer service to the applicant by the GCSO the applicant and the district shall execute an "operation and maintenance Agreement" outlining the ongoing requirements for the management and operation of the onsite sewer facilities. Applicant shall make an initial payment of \$5,000 to the district upon preparation of the required Operation and Maintenance Agreement as well as pay any/all fees outlined in the development agreement, including any administration, engineering and legal fees.

C. APPROVE THE FEBRUARY 2026 MONTHLY FINANCIAL REPORTS (COUNTY FINANCE DEPARTMENT STAFF WILL BE ON HAND FOR QUESTIONS AND DISCUSSION)

Melissa Estrella-Lee from Sonoma County Accounting Department attended the meeting remotely to answer all questions asked by the Board about the financial information on Graton and the Town Square. The Board asked several questions which Melissa responded to. The Board stressed their need for clarity and transparency for the expenditures and income during fundraising events with the Town Square.

Director McIntyre Motioned, Director Clemmer Seconded, to accept the February 2026 Monthly Financial Reports.

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

D. RECEIVE AN UPDATE ON THE fy 2026-27 ANNUAL BUDGET PREPARATION PROCESS (COUNTY FINANCE DEPARTMENT STAFF WILL BE ON HAND FOR QUESTIONS AND DISCUSSION)

There was a lot of discussion. No action taken. Management Consultant Davisson will bring a copy of the draft preliminary budget to the April meeting.

E. CONSIDER ESTABLISHING BOTH BUDGET ADHOC OR FINANCE STANDING AND WASTEWATER OPERATIONS ADHOC COMMITTEES

After much discussion, no action was taken.

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

Management Consultant Davisson will send missing documents to the Board.

Director Butler said we need a lawn mower for Graton Green and Town Square. We have a safe storage shed to keep our yard tools.

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. Update on transition of contract with Jorgensen Consulting to ReVillage

Management Consultant Davisson will bring a new contract to the next meeting.

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

There is a lot going on. There is another meeting coming up within the next couple of weeks. The Ad Hoc committee did meet regarding combining services. Forestville is very excited about what that could mean.

C. Receive an update on the Occidental pipeline project.

Management Consultant Davisson had a meeting and another is scheduled for this week with our district engineer and the Sonoma County Water Agency. Chad will have more to share at future meetings. There is a lot happening to the Occidental pipeline project and they are now projecting 2030 for this to happen.

D. Receive an update on the transition of maintenance of the Graton Green Park and the use of the Graton Day Labor Center for landscape maintenance activities. Schedule possible walking tour of the Graton Green and Town Square for the April 27, 2026 Regular Board Meeting.

Director Wilmarth mowed the Graton Green. Management Consultant Davisson received an email that some tree trimming was done at no cost. We are working on reestablishing relationships for gardening. We need to schedule some regularly scheduled services, possibly with the Graton Day Labor Center.

E. Receive an update on the replacement of the natural gas backup generator at the sewer lift station.

We are still being told that the reimbursement will be happening. We are also trying to determine what direction we should go. Propane, gas or dual fuel.

7. MANAGEMENT CONSULTANT/STAFF REPORT TO THE BOARD

Moving forward it has been asked that this item be moved to the consent calendar.

8. MANAGEMENT CONSULTANT ANNOUNCEMENTS

Last report was June would be the earliest that Sean Bernard would be returning to work. John continues to work 7 days a week. Management Consultant Davisson is working with Forestville to assist John with coverage at the Graton Plant.

9. BOARD MEMBER REPORTS

No reports

10. FUTURE AGENDA ITEMS FOR CONSIDERATION

- Meeting with Linda Hopkins for our next regularly scheduled meeting

11. ADJOURNMENT 7:54 PM

Minutes Approved

Date