



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday, December 18, 2023 at 6:00 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 6:10 PM**

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

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

**2. APPROVAL OF THE AGENDA**

Director Drew Motioned to approve the order of the agenda and Director Wilmarth Seconded

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

**4. 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

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.

approval of the Consent Calendar, the Board will take action on pulled items as Business Before the Board.

**A. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM NOVEMBER 20, 2023**

Draft Minutes of November 20, 2023 Meeting

Director Drew stated he would like the verbiage changed on #9 – Board Member Reports changed from “read a speech” to “read points from Brent Ive’s SDLA Training opening session on Establishing Board Culture”.

Director Wilmarth Motioned to approve the November 20, 2023 Minutes with Director Drew’s suggested changes and Director Drew Seconded.

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

**B. APPROVE NOVEMBER 2023 FINANCIAL REPORTS**

November 2023 Budget vs Actual Report

November 2023 Monthly Transaction Detail Report

November 2023 Monthly Cash Summary Report

November 2023 Monthly Cash Flow Report

Director Drew Motioned to approve the November 2023 Financial Reports and Director Wilmarth Seconded.

**5. BUSINESS BEFORE THE BOARD**

**A. RECEIVE AN AD HOC COMMITTEE UPDATE ON ACTIVITIES RELATED TO THE GRATON TOWN SQUARE PROJECT**

Directors Wilmarth and Butler reported the purchase of the town square property will not close until February 2024. The Board discussed they should be the stewards of equity and decisions for the Town Square Project. Director Butler suggested there be a Board workshop on February 1<sup>st</sup> and possibly have a potluck.

**B. DISCUSS THE FORMATION OF A CITIZEN’S ADVISORY COMMITTEE TO PROVIDE THE INPUT ON THE TOWN SQUARE PROJECT**

Secretary Butler recommended we create an advisory committee with key stakeholders, Board members, etc. The Board agreed having a united front was very important. The town square will be discussed during the first meeting. The Board also liked the idea of having volunteers help with some of the things for this project.

**C. REVIEW AND DISCUSS POLICY NO. 2150 – “RESERVE POLICY” AS REQUESTED BY DIRECTOR DREW**

Policy 2150 – Reserve Policy

Policy 1020 – Board/Staff Communications

Policy 4120 – Members of the Board of Directors

Director Drew recommended various changes in the above policies. After much discussion about the above policies with the Board, they decided there was not a consensus between the Board to make any of the suggested changes at this time. General Manager Davisson discussed that possibly we should set up a way to have a more comprehensive discussion by looking at all of the suggested changes to each policy at another time.

- D. REVIEW AND DISCUSS POLICY NO. 4205 – “BOARD MEETING AGENDA POLICY” AS REQUESTED BY DIRECTOR DREW

Policy 4205 – Board Meeting Agenda Policy

Policy 1020 – Board/Staff Communications

Policy 4120 – Members of the Board of Directors

Policy 4220 – Minutes of Board Meetings

After a lot of discussion with the Board, it was stated that some of the above policies need to be reviewed so we do not have conflicts with other policies. Director Drew would like to change the Board submission time for things to be provided to the General Manager from five business days to ten business days. There was no consensus by the Board and they did not agree with the above suggested changes.

- E. CONSIDER REQUESTING SONOMA LAFCO INITIATE UPDATING THE DISTRICT’S MUNICIPAL SERVICE REVIEW AS REQUESTED BY DIRECTOR DREW

Current LAFCO Municipal Service Review of Graton CSD

Overview of Purpose of Municipal Service Review

Director Drew stated the last LAFCO review was in approximately 2004. Approximately a year ago they were suggesting that in the context of our Occidental projects, Ad Hoc meetings with Forestville to discuss the districts provide numbers down flow wise. General Manager Davisson said LAFCO recommended that we do this in relation to what our relationship with Occidental looks like. There are a lot of moving pieces happening right now and a lot of opportunities that exist with Forestville that need to be explored. Sonoma County Water agency was approved to fund a regional benefit study to see how small districts work together and do a feasibility study. General Manager Davisson suggested that the Board recommend that Staff work together with LAFCO to establish the most appropriate timeline to get the Municipal Service Review completed.

Director Alimchandani Motioned to direct staff to work together with LAFCO to establish the most appropriate time to get the Municipal Service review completed and Director Drew seconded.

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

F. INITIATE THE ANNUAL REVIEW PROCESS FOR THE GENERAL MANAGER

The Board was provided with the review templates from Forestville Water District's GM Evaluation form, Ironhouse Sanitary District GM Evaluation form, Ironhouse Sanitary District GM Evaluation Form (Version 2) and CSDA GM Evaluation form template for the Board to review and determine which form they prefer to utilize for General Manager Davisson's review. General Davisson suggested the Board review the forms and pick the items they like and remove the items they don't and possibly create a new form that suits their needs.

G. DIRECT STAFF TO UTILIZE THE SERVICES OF MACHOLD INVESTIGATIONS, IN AN AMOUNT NOT TO EXCEED \$5,000 TO CONFIRM THE LEGALITY AND REESTABLISH THE LEGITMACY OF THE ACTIONS OF THE BOARD IN RESPONSE TO ACCUSATIONS BY DIRECTOR DREW ASSERTING THAT THE FORMATION OF THE TOWN SQUARE AD HOC COMMITTEE AND DIRECTION TO PROCEED WITH THE FUNDRAISING AND PURCHASE OF THE PROPERTY LOCALTED AT 9155 GRATON ROAD WERE DONE ILLEGALLY.

The Board decided the investigation was necessary to extinguish any doubt the public may have with regards to prior accusations of processes being done illegally. They felt it was important to proceed with the investigation and hire Machold Investigations to perform the instigation and confirm the legalities of all that has been done.

Director Butler Motioned to proceed with the investigation and utilize the services of Machold Investigations not to exceed \$5,000, Director Drew seconded. The Motion passes with four Yes and one Abstention by Director Alimchandani.

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

H. RECEIVE A STATUS UPDATE ON ACTIVITIES RELATED TO THE GRANT FUNDED SEWER ASSESSMENT PLANNING PROJECT

Progress Update from West Yost

Preliminary Condition Assessment Slides

West Yost advised that 51% of the system has been assessed. General Manager Davisson reviewed the West Yost report and preliminary Condition Assessment Slides with the Board in detail and discussed their findings thus far.

**6. 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 Operational Recycled Water Activities

General Manager Davisson reported that recycled water activities have slowed down for the season and we are unable to irrigate during inclement weather. We probably will not be able to provide more recycled water until Spring. General Manager Davisson and President Upchurch attended a meeting at the Waterboard Offices with Matt McDermott. They provided public comments in support of the regionalization feasibility study that will provide benefit to all of our districts and the region. Forestville is actively recruiting a new GM since their GM is retiring in the next couple of months.

B. Receive an update on the Occidental pipeline project

The project is moving forward and we are getting the environmental review process going. Our legal counsel has been speaking with their legal counsel and coordinating the MOU. Once approved by both legal counsels, the Occidental Board will approve it. General Manager Davisson also mentioned Mike Thompson has officially retired from Sonoma County Water Agency.

C. Receive an update on the NPDES Permit renewal status

We just received an email from the environmental control Board. The Regional Board it be completed before the end of the year. We anticipate that we will have a new permit by August 2024.

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

**A. Treatment Plant Operations Update**

- Operations Report – November 2023 Operations Report
- Overtime report – There was one hour of overtime reported to reset a fuzzy filter.

The Operations report was reviewed and discussed. Questions were asked and answers were provided to the Board.

**8. GENERAL MANAGER ANNOUNCEMENTS**

General Manager Davisson advised the Board he will be out of town from December 26<sup>th</sup> through December 31<sup>st</sup> but will be available by phone. He also stated John Gibson will be taking time off for a new baby. However, he will be available in the event anything comes up. He would also like to wish the Board a Merry Christmas and Happy New Year.

**9. BOARD MEMBER REPORTS**

No Board Reports at this time

**A. FUTURE AGENDA ITEMS FOR CONSIDERATION**

Director Drew suggested, how much have we spent so far on the grant spending. Lastly, he would like the Minutes to reflect that he would like Policy 420.51 from 5 calendar days to 10 calendar days. Director Wilmarth stated he would like to receive what are our staff rates in comparison to other areas.

**10. ADJOURNMENT 8:51 PM**

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Minutes Approved

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Date