



**SPECIAL MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Saturday, March 1, 2025 at 8:30 AM**

**1. CALL TO ORDER 8:42 AM**

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

Board President, David Upchurch, H; Board Secretary, Jennifer Butler H; Max Wilmarth H; Dave Clemmer H; Joseph Mc Intyre H.

**2. APPROVAL OF THE AGENDA**

Director McIntyre Motioned to approve the order of the agenda and Director Jennifer Butler Seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Dave Clemmer, Y; 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.*

There were no public comments at this meeting.

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. BUSINESS BEFORE THE BOARD

##### A. RECEIVE AN UPDATE ON ACTIVITIES RELATED TO THE COST OF SERVICE AND SEWER RATE STUDY

Management Consultant Davisson reached out to three different consultants that do this type of work. He received a proposal back from one of the consultants. They specialize in districts like Graton. He is currently awaiting two other proposals. The one he received from Lecowitz and Zang municipal consultants came in at approximately \$26,000. They are in Alameda. He stated the price is right about what these type of services would currently cost. He is still waiting to receive the proposals from two other firms.

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

##### B. REVIEW AND APPROVE JANUARY 2025 GCSD FINANCIAL REPORTS

January 2025 Cash Summary Report – All Funds  
January 2025 Monthly Summary Report - Operations  
January 2025 Monthly Summary Report – Construction  
January 2025 Monthly Summary Report – Town Square  
January 2025 Monthly Transaction Report – Operations  
January 2025 Monthly Transaction Report – Construction  
January 2025 Monthly Transaction Report – Town Square  
January 2025 Budget to Actual – Operations  
January 2025 Budget to Actual – Construction  
January 2025 Budget to Actual – Town Square  
January 2025 Monthly Cost Report – Operations  
January 2025 Monthly Cost Report – Construction  
January 2025 Monthly Cost Report – Town Square  
January 2025 Monthly Debt Summary Report

Management Consultant Davisson reviewed the reports in detail with the Board. The Board asked several questions that were answered by Management Consultant Davisson to their satisfaction.

Joseph McIntyre Motioned to approve the Monthly financial reports reviewed and Jennifer Butler seconded.

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

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

The Board discussed many projects they would like to have completed in the town square. They discussed water and power costs, financing for the projects and fundraising and what ways would be most cost effective.

D. RECEIVE AN UPDATE ON THE ACQUISITION OF THE GRATON GREEN PROPERTY

There was a special meeting, and the Board provided direction to continue moving forward with this acquisition. Management Consultant Davisson had a discussion with Lauren Gleason last week. Our attorney recommended a transfer agreement, however that was not feasible because once we completed the transfer, we wouldn't have anyone to be in agreement with. They are going to provide us with a memorandum of understanding for the Board to review which will show what their assets and funds are, etc. They have been very transparent with this acquisition.

E. RECEIVE AN UPDATE ON WET WEATHER OPERATIONS AND PLANT FLOODING

We did have significant issues with wet weather flow. There are things we need to protect, like the generator. Water got into the vent pipe which prevented it from starting. We need to look at better ways to deal with wet weather. We need to put a retaining wall around the generator. We are looking at better ways to be prepared for the next wet weather we experience.

F. RECEIVE A STATUS UPDATE ON ACTIVITIES RELATED TO THE GRANT FUNDED SEWER

Management Consultant Davisson advised that the assessment has been completed. He mentioned to the Board that he had a meeting with West Yost to discuss upcoming deadlines.

5. **CLOSED SESSION –**

PUBLIC EMPLOYMENT (s 54957)

ENTERED CLOSED SESSION 10:37 am

6. **REPORT OUT OF CLOSED SESSION** 11:18 am

No action taken

7. **STUDY AND DIRECTION**

Management Consultant Davisson requested that we table this subject and discuss it at our next meeting.

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 the SWCA regionalization feasibility study

It is an interesting study. Management Consultant Davisson is working with West Yost. We still have several months.

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

Management Consultant Davisson doesn't have a lot to report on that at this time

C. Receive an update on the solar array system at the wastewater treatment facility

They received the permits for the additional panels. They should be installing them in the next week or two. Brian will be generating reports for us based on the performance of that system.

D. Receive an update on the Occidental pipeline project

General Davisson does not have an update at this time

E. Receive an update on the NPDES Permit renewal status

We are expecting an update by August

F. Receive an update on proposed high-density residential development at 8525 Graton Road

We have not heard from them in several weeks. Management Consultant Davisson will reach out to them.

9. **MANAGEMENT CONSULTANT'S REPORT TO THE BOARD**

None at this time

10. **MANAGEMENT CONSULTANT ANNOUNCEMENTS**

None at this time

**11. BOARD MEMBER REPORTS**

The Board did not have anything to report on at this time.

**12. FUTURE AGENDA ITEMS FOR CONSIDERATION**

None at this time

**13. ADJOURNMENT** 12:05 PM

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Minutes Approved

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Date