



**REGULAR MEETING MINUTES**

**Graton Community Services District (GCSD)**

**Meeting of the GCSD Board of Directors**

**Monday, July 18, 2022 at 6:00 PM**

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

**1. CALL TO ORDER 6:08 PM**

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

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

**2. APPROVE ORDER OF THE AGENDA**

Lindsay Parker Motioned to approve the order of the agenda and Jennifer Butler seconded

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

**CONFIRM EXPENDITURES AND REVENUE (TRANSACTIONS) LIST FOR MAY 2022**

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

B. **REVIEW MAY 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES**  
*June 2022 Cash Balance Summary*  
*June 2022 Monthly Cost Report*

C. **REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM JUNE 20, 2022**  
*Draft Minutes of the June 20, 2022 Board of Directors Meeting*

D. **REVIEW AND ADOPT RESOLUTION NO. 220718A TO CONTINUE VIRTUAL MEETINGS**  
*Resolution No. 220718A - Remote Meetings*

Jennifer Butler Motioned to approve the items on the Consent Calendar and Carol Benfell Seconded

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

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

5. **BUSINESS BEFORE THE BOARD**

A. **ADOPT RESOLUTION NO. 220718B ORDERING AN ELECTION TO BE HELD AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 8, 2022 GENERAL DISTRICT ELECTION**

Election Resolution 220718B

General Manager Davisson went over the Resolution 220718B with the Board. The Election Resolution 220718B state the District Directors of the district request consolidation with any election that may be held on the same day, in the same territory or in a territory that is in part the same.

He further advised the Board that it is election year, and all five Directors are up for election. He mentioned to the Board members that nominations open on July 18<sup>th</sup>, 2022, and close on August 12, 2022. He further advised if only the incumbent apply it will not be on the ballot. Terms are for four years for the President and Secretary; all the rest of the Director positions are for a two-year term. General Manager Davisson provided all the Board members with the information on where to apply and the various timelines.

**6. STUDY AND DIRECTION TO STAFF**

**A. STUDY AND PROVIDE DIRECTION ON THE IDENTIFICATION AND DEVELOPMENT OF STRATEGIC INITIATIVES FOR THE NEXT 5-YEAR PLANNING PERIOD**

SR-Development of Strategic Initiatives

General Manager Davisson presented a slide show to the Board with the current GCSD Mission and read it to the Board. He asked the Board if they felt the statement was enough and if it reflected the view of the Board. He stated to them that he put the slide show together for the to review and provide direction to staff in the development of strategic planning initiatives for the next five years. Does the Board wish to include something about recycling water, financial transparency, cost management to rate payers?

There was a lot of discussion by the Board about additional language to reflect all that GCSD does. For example, suggestions were long term goals, GCSD's priorities, transparency.

General Manager Davisson advised the development of the plan and vision will take several months considering all the aspects involved. It was decided that Special Meetings with the Board would be best to discuss the changes and make progress towards this goal.

**7. 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 provided and reviewed the Sonoma County General Election Timeline with the Board. He advised the Candidate nominations filing period started today and ended August 12th. He encouraged each Board member to file as soon as possible before the August 12<sup>th</sup> deadline.

**B. Fiscal year 2020-21 Financial Audit update**

General Manager Davisson updated the Board on the status of the 20-21 financial audit. He advised the Board it is estimated the audit should be complete by the end of the week.

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

General Manager Davisson advised the Board they had a great meeting last week with Forestville and GCSD. He said everyone was well informed and looked forward to working together at future meetings. They agreed to meet again over the summer months and discuss additional items.

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

General Manager Davisson updated the Board on the NPDES renewal process. He advised we are in the process of renewing our NPDES permits. These permits are required to be renewed every 5 years. General Manager Davisson does not anticipate any issues with the renewal. He stated these renewals are effective August 2023.

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

Sonoma County prepared the study and found we will be able to process 17-20 thousand gallons per day of wastewater and we would be able to take over Occidental services.

**F. Receive an update on the floating solar project**

Brian Hines advised the Bathymetric Study is done but the C&T engineers are having trouble with the ACAD file. The progress is continuing on Site Plan, electrical Single Line Diagram, procurement and interconnection application.

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

General Manager Davisson mentioned there have been improvements to the chlorine room and we now have a more stable process established until we elect another method of disinfection. A shower was also recently installed. Analyzers are not functioning and are out of service. We are looking to get them fixed as soon as possible at a reasonable price.

**H. Receive an update on the evaluation process for identifying preferred long-term disinfection alternatives**

General Manager Davisson mentioned we have discussed long term solutions. We are also looking at UV systems. We need to make sure they are sufficient to handle the Manzana wastewater we will be receiving when deciding on a long-term disinfection alternative.

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

General Manager Davisson advised most agencies participate in Bay Area Chemical Association. He advised we can get better pricing. Unfortunately, it is too late for us to join until next fiscal year. General Manager Davisson advised he is looking at all of the chemicals we use and will advise what the benefit would be to Graton.

**J. Report on insurance claims related to the lift station vandalism and sewer overflow (verbal)**

General Manager Davisson told the Board we have received one payment from the insurance company for the vandalism and he is working with the insurance company on the other claim. He will keep the Board apprised of the claim payments when they are received.

## 8. 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 no overtime to report. Questions were asked and answers were provided to the Board. The Board requested the acronyms be spelled out on the reports. General Manager Davisson advised he will have them do that in addition to adding more detail and graphics, including photos to the report.

### B. Collection System Operations and Maintenance Update

General Manager Davisson advised he reached out to Joseph Quilatan from the Water Resource Control Board. He was advised the planning project is still executed and active until March 2023 for them to complete their planning documents for them to be ready to apply for a Construction application with us to fund the implementation of the project. They should be able to extend the agreement date if more time is needed as well.

## 9. GENERAL MANAGER ANNOUNCEMENTS

General Manager Davisson advised the Board he will be out of town at the CASA Conference from the 10<sup>th</sup>-12<sup>th</sup> in Palm Springs and August 22-24<sup>th</sup> at the CSDA conference. He advised them he will be available by phone if needed.

## 10. BOARD MEMBER REPORTS

None

## 11. Board Calendar

General Manager Davisson mentioned he would like to work with the Board on the Board Calendar at our next meeting.

## 12. FUTURE AGENDA ITEMS FOR CONSIDERATION

General Manager Davisson discussed he would like to have Special Meetings for some of the items to create possible future revenue such as composting, cell towers for cell phones, etc.

## 13. ADJOURNMENT 8:31 PM

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Minutes Approved

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Date