



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, June 20, 2022 at 6:00 PM

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

1. CALL TO ORDER 6:04 PM

A. BOARD ROLL CALL - Determination of a Quorum

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

*Board Secretary, Jennifer Butler joined the meeting at 6:09 p.m.

2. APPROVE ORDER OF THE AGENDA

Max Wilmarth Motioned to approve the order of the agenda and Carol Benfell seconded

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

3. BOARD MEMBER RECOGNITION – WELCOME NEW BOARD MEMBER LINDSAY PARKER

General Manger Davisson and the Board welcomed our new Director Lindsay Parker and all are looking forward to working together with her.

4. 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

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.

A. CONFIRM EXPENDITURES AND REVENUE (TRANSACTIONS) LIST FOR MAY 2022

*May 2022 Transaction Detail Report
YTD Budget to Actual Report*

B. REVIEW MAY 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES

*May 2022 Cash Balance Summary
May 2022 Monthly Cost Report*

C. REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM MAY 16, 2022

May 16, 2022 Draft Minutes

D. REVIEW AND ADOPT RESOLUTION NO. 220620A TO CONTINUE VIRTUAL MEETINGS

Resolution No. 220620A - 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 Y; Carol Benfell Y; Lindsay Parker Y.

6. BUSINESS BEFORE THE BOARD

A. CONSIDER ADOPTION OF THE PROPOSED FISCAL YEAR 2022-23 ANNUAL OPERATING BUDGET

General Manager Davisson reviewed the preliminary budget in great detail and asked for input from the Board as he discussed the various categories included in the budget. He also advised the Board of any increases or decreases he proposed to each category and the reasoning for the change. He answered questions from the Board and provided additional information when asked.

Director Benfell Motioned to approve the proposed fiscal year 2022-2023 annual operating budget and Director Lindsay Parker seconded.

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

7. STUDY AND DIRECTION TO STAFF

A. RECEIVE A REPORT ON THE PROPOSED CONNECTION OF MANZANA PRODUCTS CO. TO THE GRATON CSD SEWER COLLECTION AND TREATMENT SYSTEM AND PROVIDE DIRECTION TO STAFF

General Manager Davisson introduced CEO Andy Kay and Jean Philippe Riblet from Manzana Products. Mr. Riblet explained they are an apple processing facility. Manzana has requested our district provide sewer service. They proposed a flow rate average of 37,000 gallons per day, 365 days a year.

Staff has met with Manzana several times and evaluated the impact of this proposed discharge amount. The preliminary evaluation shows that the district could handle the proposed discharge from Manzana without disrupting the plan or past through based on our current load and treatment capabilities.

General Manager Davisson discussed the particulars with the Board and the possible revenue the district would gain.

The Board would like to hear more, and General Manager Davisson advised he will keep the Board apprised of the progress.

B. RECEIVE AN UPDATE ON THE GENERATOR AT THE ROSS ROAD LIFT STATION AND PROVIDE DIRECTION TO STAFF

General Manager Davisson advised the emergency generator ran and failed. The generator has been repaired and is old and inefficient. The district's insurance provider SDRMA advised replacing our current generator is reimbursable. The old generator will function if needed and a rental generator is available if needed. SDRMA will reimburse about \$33,000. General Manager Davisson will get confirmation of the availability of the maximum amount they will cover and will let the Board know so that a new generator can be ordered and will present the information to the Board.

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 a report on the monitoring and sampling requirements imposed on the treatment facility

General Manager Davisson reviewed the types of water monitoring that is done and discussed the frequency of each test and where they are done. He will look in greater detail at the various options and discuss with the Board at a later date.

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 we have contracted with Mays & Associates. They have a

drop box, and he has been working with the county to provide all the necessary documents to get the documents completed. It is estimated the audit will be complete by the end of June.

C. Presentation of the GCSO June 2022 Newsletter

Director Benfell created a newsletter for GCSO. General Manager Davisson reviewed the articles and information listed. The Board discussed that in the future they would like to set general rules about how often we will be producing a newsletter and keep the public informed.

D. Update on NPDES Renewal Process (verbal)

General Manager Davisson advised the NPDES renewal process is well underway and the waste discharge report for the next 5 years and background information. He will keep the Board apprised during the process.

E. Report on Occidental pipeline feasibility study (verbal)

The Board was updated on the pipeline feasibility study. General Manager Davisson has had meeting with Sonoma Water. The project is moving forward.

F. Update on solar project status

General Manager Davisson advised the Board that the project has funded. The deposit has been wired. He advised the interconnection agreement was signed and updates on this project will be provided at future meetings.

G. Update on conversion to liquid sodium hypochlorite for interim disinfection.

Pasteurization unit is not functional. We are currently using chlorine tables and until we can decide on which disinfection process, we will be going with, we will continue the process we are using. There will be more updates as we move forward.

H. Update on evaluation process for identifying preferred disinfection alternatives

There are so many moving parts currently. We need to understand which system we will be using. General Manager Davisson needs to obtain an analysis and he will continue to work on it and keep the Board updated.

I. Report and information on chemical costs and opportunity to participate in the Bay Area Chemical Consortium

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 mentioned he spoke with the claim adjuster. He was advised the claim adjuster needed additional information from Graton. He is currently

working on providing that information to them and will advise the Board of any updates he receives.

K. Update on GCSD/FWD Recycled Water Ad Hoc Committee (verbal)

General Manger Davisson reached out to Forestville Water District and they are very excited about bringing back the joint meetings. He advised them he will speak with the Board and they will determine who will be on the Ad Hoc Committee and advise them once that is determined.

L. Report on GCSD recycled water promotion effort to address irrigation needs during dry weather and drought (verbal)

General Manager Davisson is looking at how we can set up an onsite fill location. Graton has some challenges with the road and he will need to speak with President Upchurch and look into how to get our recycled water transported out without any problems.

9. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report
- Overtime report

The Operations and Overtime reports were reviewed and discussed. 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

- Report on Post Meeting Action Items
- Meetings, Correspondence & Outreach

General Manager Davisson advised he just received reports from Jose Ortiz and is working on getting the items in order.

10. GENERAL MANAGER ANNOUNCEMENTS

General Manager Davisson advised the Board he will be out of town until Wednesday evening. He advised them he will be available by phone if they need to speak with him.

11. BOARD MEMBER REPORTS

None

12. Board Calendar

General Manager Davisson advised he is working on the Board Calendar and is making progress.

13. FUTURE AGENDA ITEMS FOR CONSIDERATION

None

14. ADJOURNMENT 9:07 PM

Minutes Approved

Date