



**SPECIAL MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Tuesday, February 21, 2023 at 4:00 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 4:09 PM**

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

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

**2. APPROVE ORDER OF THE AGENDA**

Devin Drew Motioned to approve the order of the agenda and Max Wilmarth Seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler A; 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 at this time.

**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 CONFIRM MONTHLY FINANCIAL SUMMARIES FOR JANUARY 2023**

January 2023 Monthly Cost Report

January 2023 Monthly Transaction Detail

January 2023 Monthly Cash Flows

YTD Budget to Actual

**B. REVIEW AND APPROVE REGULAR MEETING MINUTES FROM DECEMBER 19, 2022**

Draft Minutes of 12-19-22

**C. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM JANUARY 31, 2023**

Draft Minutes 1-31-23

Jennifer Butler Motioned to approve the items on the Consent Calendar and Max Wilmarth Seconded with one change reflected in the December 19, 2022 Minutes to reflect Director Devin Drew was in attendance

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

**5. BUSINESS BEFORE THE BOARD**

**A. DISCUSSION OF OPPORTUNITES TO EXPAND THE DISTRICT'S ROLE AND SERVICES**

The Board discussed becoming more active in the Graton community. Director Wilmarth suggested adding public trash cans. Director Drew suggested creating an Ad Hoc committee to work together to discuss how they would like to become more active in the community. The Board decided to postpone this agenda item until the next meeting to discuss additional suggestions for downtown Graton activity.

Director Wilmarth Motioned to create an Ad Hoc committee at the next regularly scheduled meeting and President Upchurch Seconded.

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

**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. Return to in-person meetings beginning March 20, 2023**

General Manager Davisson advised the Board beginning with the March 20, 2023 meeting, all meetings will need to be in person. General Manager Davisson further advised all Board members need to be in person. The Board discussed possibly rescheduling the meeting to March 27<sup>th</sup> at 6:00 p.m.

**B. Receive an update on the Fiscal Year 2021-22 financial audit**

General Manager Davisson said Sonoma County is working with our auditor and we should have a completed audit by the end of February or the beginning of March.

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

There has been a lot of coordination between Forestville and GCSD. They are currently working on setting up another Ad Hoc meeting the week of March 10<sup>th</sup>. Director Drew stated he is interested in joining the Ad Hoc meeting if he is needed.

**D. Receive an update on the Occidental pipeline feasibility study**

There was a tour scheduled a couple of weeks ago with Sonoma County Water Agency to walk the proposed pipeline but was canceled and rescheduled. President Upchurch will attend the rescheduled meeting.

**E. Receive an update on the Floating Solar project**

We just received an update from Brian Hines. He advised the soil testing has been completed. He also mentioned the PG&E application has been resubmitted. All the questions they had were answered. General Manager Davisson listed himself as the main contact. The solar panels have been ordered. The invoice for the 30% deposit has been submitted to the third party and has been paid. General Manager Davisson will keep the Board apprised of any changes or updates.

**F. Discuss vegetation control issues and proposed options**

We received three quotes for vegetation control. All three quotes were about the same amount of approximately \$20,000.00. The Board discussed possibly using the Day Labor Center to obtain an estimate for the work. A resident suggested we consider using goats for natural vegetation control. The resident will provide more information once she obtains it. General Manager Davisson to contact the Day Labor Center and report back to the Board with his findings.

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

General Manager Davisson advised the Board the project is complete. A liquid sodium hypochlorite tank has been placed in the disinfection storage room and has an analyzer that dictates the chemical comp of how much chlorine is required to inject. General Manager Davisson provided the Board with pictures of the newly installed equipment. He further stated it is a much better set up than we had previously.

**H. Receive an update on the Lift Station Generator Repair/Replacement assessment**

General Manager Davisson contacted CSRMA about the \$38,000.00 for replacement of the new generator. He has it narrowed down between two generators. He will update the Board when he has a recommendation for a replacement of the old generator.

I. **Receive an update on Sewer Discharge Agreement with Manzano Products, Inc. and Sonoma County LAFCO action**

General Manager Davisson submitted the LAFCO application. They have confirmed they received it. Manzana has not contacted him with any questions. He is assuming there are no issues. We will want to hear from them regarding approval and then we will receive the \$400,000 check.

7. **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.

**B. Collection System Operations and Maintenance Update**

- Status of GCSD Sewer Repair and Rehabilitation needs

General Manager Davisson is working with the State Water Resource Control Board to extend the current agreement we have in place for grant funding. We have a \$500,000 planning grant until June 2023 to conduct the planning work. It is to fund all the CCTV and any analysis needed to develop a scope of work to bid out. He is not sure why it was not processed, but he is working on an extension for two additional years. He has hired an engineering firm to help him with reviewing the documents we have already done to date. We will have a biddable package within the next 18 months of \$500,000 of work.

8. **GENERAL MANAGER ANNOUNCEMENTS**

General Manager Davisson advised the Board that most of the Board members still need to take the Ethics and Sexual Harassment classes. He asked that they please register for the classes soon if they have not already done so.

He also advised the Board he will be in Washington February 27<sup>th</sup> through March 3<sup>rd</sup>. He will be available by phone and will have his laptop with him in the event the Board needs to contact him or has any questions.

9. **BOARD MEMBER REPORTS**

Director Wilmarth advised the Board he will be starting a new job that will allow him to be home more often.

10. **FUTURE AGENDA ITEMS FOR CONSIDERATION**

Collection Item Study on next agenda

**11. ADJOURNMENT**

Director Drew Motioned that we adjourn the meeting and Director Alimchandani seconded.

Meeting Adjourned 5:57 PM

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Minutes Approved

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Date