



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, October 16, 2023 at 6:00 PM**

**1. CALL TO ORDER 6:09 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 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 APPROVE SPECIAL MEETING MINUTES FROM September 18, 2023**

Draft Minutes of September 18, 2023 Meeting

President Upchurch Motioned to approve the September 18, 2023 Minutes and Director Wilmarth Seconded. Motion carried with four Yes and one Abstention.

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

**B. APPROVE SEPTEMBER 2023 FINANCIAL REPORTS**

September 2023 Budget to Actual Report

September 2023 Monthly Transaction Detail Report

September 2023 Monthly Cashflow Report

September 2023 Monthly Cash Summary Report

President Upchurch Motioned to approve the September 2023 Financial Reports and Director Drew Seconded

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

**5. BUSINESS BEFORE THE BOARD**

**A. APPROVE A MEMORANDUM OF UNDERSTANDING RELATED TO THE OCCIDENTAL COUNTY SANITATION DISTRICT TO GRATON COMMUNITY SERVICES DISTRICT WASTEWATER TRANSFER PIPELINE**

OCSD/GCSD MOU for Wastewater Pipeline Project

Attachment A to MOU

Carlos Diaz, Deputy Director of Sonoma Water was in attendance to answer any questions the Board may have.

General Manager Davisson listened to various concerns the Board members had and answered their questions. President Upchurch also mentioned he noticed some minor typo errors in the MOU. General Manager Davisson advised the Board we are still at a discussion/informational/stage. The presumption of the project is for Occidental to be able to provide their customers with more cost-effective sewer services. The Board discussed the MOU in detail.

Director Drew Motioned to authorize the General Manager to execute the agreement with Sonoma County Water Agency subject to legal counsel approval and Director Wilmarth seconded the Motion.

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

B. RECEIVE AN AD-HOC COMMITTEE UPDATE ON THE TOWN SQUARE PROJECT

Director Wilmarth advised the Board they just had a community meeting with the Town Square subcommittee right before tonight's meeting. The takeaways were everyone was in favor about it and there was a lot of enthusiasm about all that it could be. There is a message on our webpage on Graton.org and we are accepting donations in the form of a check. There are flyers posted around town. The status of the real estate deal is the seller removed their contingencies and it started the clock on ours. We are about two weeks in and by November 28<sup>th</sup> we need to decide if we are doing it or not.

C. CONSIDER AMENDING THE LEGAL SERVICES AGREEMENT BETWEEN GRATON COMMUNITY SERVICES DISTRICT AND MEYERS NAVE ADJUSTING LEGAL FEES  
Amendment to Legal Services Agreement  
Meyers Nave Rate Increase Request Letter

There has been no increase since 2021 and they are requesting a 10% increase on all of their fees.

Director Wilmarth motioned to approve the proposed agreement and was seconded by Director Drew.

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

4- Directors approved and 1 -Abstention by Director Alimchandani

D. RECEIVE A STATUS UPDATE ON ACTIVITIES RELATED TO THE GRANT FUNDED SEWER ASSESSMENT PLANNING PROJECT  
Collection System Assessment Schedule and Status Update  
Collection System Assessment Status Report Email

General Manager Davisson provided the Board with an updated schedule and status update. The Consultant is on track and is doing the cleaning work. They have completed approximately 15,000 linear feet out of 30,000. We are still on track for completion, and we remain on budget. They will be providing a report by the end of the year.

E. REVIEW AND DISCUSS FOUNDATIONAL BOARD ADOPTED DISTRICT POLICIES NO. 1010, 1020 AND 1030 AND RECEIVE ANY NECESSARY CLARIFICATION FROM STAFF.  
GCSD Policy No. 1010  
GCSD Policy No. 1020  
GCSD Policy No. 1030

General Manager Davisson discussed the above policies with the Board to make sure all fully understand the meaning of each policy. He advised the Board we should not make any changes at this time, but we should make sure we fully understand them.

**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  
We have been sending a lot of recycled water to their customers. We are in good shape for the rainy season. We would like to set up another Ad Hoc meeting within the next month and General Manager Davisson will keep the Board aware.
  
- B. Update from Brian on Solar Array Operation  
Brian Hines mentioned the B6 rate scale doesn't have the demand charge but has the higher rate scale. 50% of our bill is demand charges. Brian Hines stated there were still a couple of documents that needed to be signed and then we would be done. There are 5 solar panels that produce only 66% of what they should be. Those particular panels are no longer being manufactured. The overall production has been great. Brian mentioned there has been a significant increase in electricity usage. Secretary Butler stated she would obtain information about the prior usage to try and determine why the large increase in energy usage.

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

### **A. Treatment Plant Operations Update**

- Operations Report – September 2023 Operations Report
- Overtime report – There was no overtime worked in September 2023

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

## **8. GENERAL MANAGER ANNOUNCEMENTS**

Reminder you are able to attend the Leadership Academy in Santa Rosa

## **9. BOARD MEMBER REPORTS**

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

## **10. FUTURE AGENDA ITEMS FOR CONSIDERATION**

Updating the Vision  
Rate Analysis

11. ADJOURNMENT 8:23 PM

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Minutes Approved

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Date