



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, November 20, 2023 at 6:00 PM
Various Locations – Teleconference Meeting Pursuant to
Executive Order N-29-20

1. CALL TO ORDER 6:13 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 Wilmarth Motioned to approve the order of the agenda and Secretary Butler 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 a few members of the public attending the meeting and had a few questions regarding the number of hook ups that will be available in 2024 and costs.

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

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.

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. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM October 16, 2023

Draft Minutes of October 16, 2023 Meeting

Director Wilmarth Motioned to approve the October 16, 2023 Minutes and Secretary Butler Seconded.

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

B. APPROVE OCTOBER 2023 FINANCIAL REPORTS

October 2023 Budget vs Actual Report

October 2023 Monthly Transaction Detail Report

October 2023 Monthly Cost Report

October 2023 Monthly Cash Summary Report

Secretary Butler Motioned to approve the October 2023 Financial Reports and Director Wilmarth 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. ADOPT RESOLUTION NO. 231120A AMENDING THE CONSTRUCTION FUND BUDGET TO INCLUDE \$75,664 IN THE CONSTRUCTION FUND'S OPERATING TRANSFERS FROM THE OPERATIONS FUND FOR THE JUNE 1, 2024 SOLAR DEBT SERVICE PAYMENT

Resolution 231120A

Budget Adjustment Request Form County of Sonoma

Resolution 231120A was distributed to the Board in their Board packet. The County of Sonoma advised they had an oversight in the budget prepared. The County included the transfer out, but did not include the transfer in. General Manager Davisson prepared Resolution 231120A for the Board to approve the budget adjustment requested from Sonoma County.

Director Drew Motioned to authorize the General Manager to execute the agreement and Secretary Butler seconded the Motion. Motion passed 4-1 with one abstention.

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

B. RECEIVE AN AD-HOC COMMITTEE UPDATE ON ACTIVITIES RELATED TO THE GRATON TOWN SQUARE PROJECT

Director Wilmarth stated the Ad Hoc committee's last meeting was directly before the regular meeting last month. He stated the AdHoc Committee has been very busy. We have received two different grants from Sonoma County. Matt Jorgensen has been helping with the grant writing. He stated we need to release contingencies by the 27th and we need an extension, so the County has additional time to issue a check. The grants state specific ways the funds received need to be used.

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

C. RECEIVE AN OVERVIEW OF THE PURPOSE, AUTHORITY AND ROLE OF THE AD HOC COMMITTEE CREATED FOR THE ACTIVITIES RELATED TO THE TOWN SQUARE PROJECT GCSD Policy No. 4110 "Duties of the Board President"

Both Ad Hoc Committee members were seeking information about when should the Ad Hoc committee change to something else. General Manager Davisson advised the Ad Hoc committee is generally appointed by the President of the Board and they are only in existence as long as there is a need for them. With the Town Square there is currently a lot of work to be done and the Ad Hoc Committee's participation has already accomplished quite a bit thus far. General Manager Davisson recommended we do not release the Ad Hoc Committee at this point since there is a lot still going on and we have a very strong committee.

D. DISCUSS THE INTENT TO UTILIZE THE SERVICES OF AN INDEPENDENT INVESTIGATIVE FIRM TO CONFIRM THE LEGALITY AND REESTABLISH THE LEGITIMACY OF THE ACTIONS ASSERTING THAT THE FORMATION OF THE TOWN SQUARE AD HOC COMMITTEE AND DIRECTION TO PROCEED WITH THE FUNDRAISING AND PURCHASE OF THE PROPERTY LOCATED AT 9155 GRATON ROAD WERE DONE ILLEGALLY

General Manager Davisson discussed the above issue with the Board in detail regarding accusations of the legality and legitimacy of the prior actions. Director Drew addressed the Board and discussed the prior accusations. President Upchurch discussed the accusations with the Board and stated the importance of the integrity of the Board needing to be upheld and showing the proof everything was done legally. He stated having an investigation done by an outside firm is vital to prove all of the accusations are unfounded. General Manager Davisson suggested if the Board chooses to move forward by having an outside firm review everything, he thinks we need to move forward with the investigation quickly as we have planned a very aggressive fundraising event coming up for our new project. The Board suggested General Manager Davisson bring a proposal to the next meeting for the Board to review.

- E. ADOPT RESOLUTION NO. 231120b DIRECTING THE GENERAL MANAGER TO RELEASE CONTINGENCIES FOR THE PURCHASE OF THE TOWN SQUARE PROPERTY LOCATED AT 9155 GRATON ROAD

President Upchurch Motioned to approve Resolution 231120B as written, Director Wilmarth seconded.

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

Four approvals and one Abstention by Director Drew due to him seeking more information of how it affects the district.

- F. RECEIVE A STATUS UPDATE ON ACTIVITIES RELATED TO THE GRANT FUNDED SEWER ASSESSMENT PLANNING PROJECT

We now have a clean system and General Manager Davisson is confident there will be no blockages. General Manager Davisson said the two big problems they ran into was a lot of manholes that were paved over and there were some areas we had 6-8 inch pipe. We will also be getting a digitized map as part of this project. In the next few days he will have an idea of what the general findings were. General Manager Davisson will continue providing updates at upcoming meetings.

- G. REVIEW POLICIES NO. 1010 "BASIS OF AUTHORITY" AND NO. 1020 "BOARD/STAFF COMMUNICATIONS" TO ENSURE COMPLIANCE
GCSO Policy No. 1010 "Basis of Authority"
GCSO Policy No. 1020 "Board/Staff Communications"

General Manager Davisson thought it would be a great idea for the Board to review a couple of policies per meeting. He reviewed and discussed the above policies with the Board and explained how they work. Legal Counsel, Claire Lai answered questions from the Board and stated that individual Directors do not have any authority, but the Board as a whole is the single entity that has authority.

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/GCSO Operational Recycled Water Activities
- B. Receive an update on the Occidental pipeline project
- C. Receive an update on the NPDES Permit renewal status

General Manager provided updates on these items and solicited questions from the Board.

7. GENERAL MANAGER’S REPORT TO THE BOARD

A. Treatment Plant Operations Update

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

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

8. GENERAL MANAGER ANNOUNCEMENTS

General Manager Davisson had no announcements other than to wish the Board a Happy Thanksgiving.

9. BOARD MEMBER REPORTS

President Upchurch and Director Drew and Wilmarth attended the training in Santa Rosa and discussed it with the Board. Director Drew read a speech.

10. FUTURE AGENDA ITEMS FOR CONSIDERATION

- Policies – Per Director Drew
- Third Party to do an evaluation of how the Board interacts
- Review for Chad
- Current & Past utility comparison

11. ADJOURNMENT 9:43 PM

Minutes Approved

Date