



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, May 16, 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 H; Max Wilmarth H; Carol Benfell H.

2. APPROVE ORDER OF THE AGENDA

Jennifer Butler Motioned to approve the order of the agenda and Carol Benfell seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Carol Benfell 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 approval of the Consent Calendar, the Board will take action on pulled items as Business Before the Board.

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.

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

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

B. REVIEW APRIL 2022 OPERATIONS & CONSTRUCTION FINANCIAL SUMMARIES

*Cash Balance Summary
April 2022 Monthly Cost Report*

C. REVIEW AND APPROVAL OF REGULAR MEETING MINUTES FROM APRIL 18, 2022

April 18, 2022 Draft Minutes

D. REVIEW AND ADOPT RESOLUTION NO. 220516A TO CONTINUE VIRTUAL MEETINGS

Resolution No. 220516A - 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.

5. PUBLIC HEARING – CLOSED AT 6:29 P.M.

A. Conduct a Public Hearing to consider awarding an energy service contract to Energy Equity, dba North Coast Solar and to enter into related financing agreements with US Bank for the provision and installation, of solar panels and related equipment with energy efficient alternatives as an energy service contract pursuant to Government Code Sections 4217.10, 4217.12 and 4217.13

1. Open the Public Hearing
2. Receive the Staff Report
3. Receive Questions from the Board of Directors
4. Receive Comments from the Public
5. Close the Public Hearing
6. Deliberate
7. Adopt Resolution No. 220516B
Exhibit A – Solar Panel Contract
Exhibit B – Financing Document

Jennifer Butler Motioned to adopt Resolution No. 220516B contingent pending a satisfactory review, liquidated damages and an updated cash flow analysis and Carol Benfell seconded the Motion.

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

6. BUSINESS BEFORE THE BOARD

A. CONDUCT INTERVIEWS OF BOARD VACANCY CANDIDATES TO FILL REMAINDER OF TERM VACATED BY DAVE CLEMMER AND POTENTIAL ACTION BY THE BOARD

- (1) Motion to select the top-ranked candidate for appointment to the Board of Directors.
- (2) Motion to recommend to Sonoma County Board of Supervisors that the candidate selected by a vote of the majority of the Board to be appointed to the District Board of Directors.

The Board had one candidate present herself for the open Board position. The candidate Lindsay Parker told the Board about herself, her experience and desire to serve on the Board. The Board asked Ms. Parker several questions.

Max Wilmarth Motioned to appoint Lindsay Parker for the open position on the Board and David Upchurch seconded.

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

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. **Review Draft FY 2022-23 Budget**
Draft FY 2022/23 Budget – Working copy

General Manager Davisson informed the Board that he has been working on the budget for the next fiscal year. Hoping at the next meeting we can have the Board review and approve the budget. Mr. Davisson reviewed a working draft of the preliminary budget in detail with the Board and answered questions from the Board.

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

General Manager Davisson reviewed the Financial Audit with the Board and asked for input from the Board as he discussed the various categories included in the audit. He advised the firm he has secured an auditing firm – Mays & Associates. This firm was recommended by SDRMA. Mays & Associates will begin working on the audit and Mr. Davisson will keep the Board apprised of the progress.

- C. **Update on new District website launch. *Link to new GCSD website***

General Manager Davisson showed the Board the new GCSD website. He mentioned to the Board the website was not complete and there was still information that needed to be uploaded but he wanted to show them the progress so far. The Board was very impressed with the amount of work that had been done to date.

- D. **Report on Occidental pipeline feasibility study**

General Manager Davisson was scheduled to meet with Mike Thompson of SCWA, but the meeting was postponed due to scheduling issues. Mr. Davisson expects to follow up with Mr. Thompson and will update the Board at their June 20, 2022 meeting.

E. Discuss the status of the Manzana process discharge connection to the district

General Manager Davisson advised the Board that Manzana is very motivated to connect and have GCSO provide wastewater collection and treatment services. He will work more with Manzana on the details and timeline and provide updates to the Board.

F. Update on evaluation process for identifying preferred disinfection alternatives

General Manager Davisson mentioned to the Board that staff is working this project but does not have any pertinent information to present to the Board at this time.

G. Report and information on the Bay Area Chemical Consortium

Graton does not participate in Bay Area Chemical Consortium. Mr. Davisson received the latest chemical bid results from them, however GCSO would need to opt in for the following fiscal year for potential cost saving.

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

There are no updates to report currently. On May 26th we are scheduled to have someone come and look at the original generator. Mr. Davisson will update the Board about the status of the original generator.

I. Report on meeting with Sonoma County Parks to solve flooding of Joe Rodata Trail near the entrance to the treatment plant

General Manager Davisson informed the Board that grading needs to be done to redirect the surface drainage. Currently this is not a priority project due to dry weather. However, he mentioned he wants to take care of this project before the wet weather arrives.

J. Board Calendar

General Manager Davisson created a Board calendar and used a color scheme to show the importance of various items on the calendar. Mr. Davisson reviewed the calendar with the Board and showed them the items and events currently listed on the calendar.

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report
- Overtime report

The Overtime and Operations reports were reviewed and discussed. Questions were asked and answers were provided to the Board. Mr. Davisson also mentioned to the Board that a new employee started on May 4, 2022.

B. Construction Update

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

C. Collection System Operations and Maintenance Update

- GCSD Sewer Repair and Rehabilitation needs

Nothing to report at this time.

9. GENERAL MANAGER ANNOUNCEMENTS

General Manager Davisson announced to the Board he is mandated to attend two conferences in Sacramento. He advised them he will be available by phone if they need to speak with him.

A. Pending items/old business

None

B. Future items/new business

None

Max Wilmarth Motioned to adjourn the meeting and Carol Benfell seconded.

ADJOURNMENT 8:49 PM

Minutes Approved

Date