



**SPECIAL MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, June 26, 2023 at 5:30 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 5:55 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 A.

**2. APPROVAL OF THE AGENDA**

Max Wilmarth Motioned to approve the order of the agenda and David Upchurch Seconded

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

**3. CLOSED SESSION**

**A. Real Property Negotiations – Cal. Gov. Code 54956.8**

**B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Gov. Code section 54956.9(d)(1) – Case Name FJM Graton Associates, LLC v. Graton Community Services District (SVC-272534)**

Nothing to report out of Closed Session

**4. REPORT OUT OF CLOSED SESSION 6:58 PM**

**5. 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*

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.

*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.

## **6. 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. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM MAY 22, 2023**

#### Draft Minutes of May 22, 2023 Meeting

Max Wilmarth Motioned to approve the item on the Consent Calendar and David Upchurch Seconded to approve the May 22, 2023, Special Meeting Minutes.

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

## **7. BUSINESS BEFORE THE BOARD**

### **A. RECEIVE AN UPDATE ON THE FLOATING SOLAR PROJECT BY BRIAN HINES OF NORTH COAST SOLAR**

Brian Hines from North Coast Solar was not available to give a report. General Manager Davisson advised the Board the project is complete. It is now up and running. He advised the Board we also have a 10-year warranty and there is no maintenance.

### **B. RECEIVE AN UPDATE ON ACTIVITIES RELATED TO THE APPROVED AMENDED SCOPE AND TIMELINE FOR GRANT FUNDED COLLECTION SYSTEM ASSESSMENT**

#### Collection System Assessment Schedule

#### Planning Grant Funding Agreement Amendment No. 1

The district received a grant funding agreement in 2017 that had a five-year window to get the projects completed. The district was unable to get the work completed within the five-year timeframe. Prior to that the district worked with the Regional Board and with West Yost & Associates to request an amendment extending the agreement for two years. The Board reviewed the planning grant listing all the work that needs to be done in the collection system. Then the district will go back to the Regional Board and request a construction grant.

Kathryn Giest with West Yost explained in great detail to the Board what the future plans are for the work that needs to be completed. The Board asked Kathryn many questions and answers were provided.

**C. RECEIVE AN OVERVIEW OF THE PRELIMINARY PLANT CAPACITY ANALYSIS FINDINGS**

General Manager Davisson advised our capacity on a dry day is 140,000 gallons per day. During wet weather the average is 397,000 gallons per day, peak weather is 850,000 per day. He also went over our last year's numbers. In June we had approximately 73,000 gallons per day. During the rainy season it was around 80,000 gallons per day and during serious rainy weather we were up to 374,000 gallons per day. He discussed various peak flows throughout the year with the Board.

**D. DIRECT STAFF TO CONDUCT AN AUDIT OF THE EXISTING CONNECTIONS AND ESD ASSIGNMENTS TO ENSURE THAT THE DISTRICT IS PROPERLY ASSESSING PARCELS RECEIVING SEWER SERVICE**

The Board discussed the ESD assessments. They agreed it needs to be done this summer. They mentioned they would like it addressed before the new listing comes out. General Manager Davisson stated he may come back to the Board to request additional help to assess if there are any sewer connections, we are not aware of. The Board directed Staff to move forward with this project.

**E. REVIEW AND APPROVE APRIL 2023 FINANCIAL REPORTS**

**May 2023 Budget to Actual Report**

**May 2023 Monthly Transaction Report**

**May 2023 Monthly Cost Report**

General Manager Davisson discussed the reports in great detail with the Board. Questions were asked and answered.

Devin Drew Motioned to approve the April 2023 Financial Reports and David Upchurch Seconded

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

**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 an update on the Forestville/GCSD Recycled Water activities**

General Manager Davisson advised the Board he has been unable to coordinate a meeting. He advised the Board it is in the works, and we are just waiting for a date. He will advise the Ad Hoc committee members once a meeting date is scheduled.

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

General Manager Davisson reported he had a meeting with Sonoma County Water Agency. They need to apply for the 1.3 million dollar grant for the pipeline. Due to the timing of that, we are now looking at approximately five years for the project instead of the original three years. They are looking at finishing the project by 2028.

**C. Receive an update on Manzana Products Sewer Connection**

General Manager Davisson stated he had a meeting with Manzana. Things are moving forward. All connections have been designed. Sonoma Water asked for some items to be changed. Manzana asked if we can increase the amount of wastewater we can handle from 37,000 gallons a day originally requested to 45,000 gallons requested. General Manager Davisson discussed the increased revenue the district could receive if the amount of wastewater is increased.

**D. Receive an update on pasteurization and co-gen equipment decommissioning and liquidation process**

General Manager Davisson advised David Upchurch has been working with the equipment manufacturers. He is discussing what work has been done, what needs to be done, what potential value does it have. We are focused on finding somewhere that could use it. He is currently having conversations with Manzana to see if they could possibly use it at their plant. We need to determine if there is a market for it and a place that would be interested in it.

**9. GENERAL MANAGER'S REPORT TO THE BOARD**

**A. Treatment Plant Operations Update**

- Operations Report – May 2023 Operations Report
- Overtime report

The Operations and Overtime reports were reviewed and discussed. Questions were asked and answers were provided to the Board.

**10. GENERAL MANAGER ANNOUNCEMENTS**

August is the CSDA Conference and he encouraged the Board members to attend. The conference is from August 28<sup>th</sup> to the 31<sup>st</sup>. He will send a link for that conference and the annual conference to the Board.

**11. BOARD MEMBER REPORTS**

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

**12. FUTURE AGENDA ITEMS FOR CONSIDERATION**

None

**13. ADJOURNMENT 9:10 PM**

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Minutes Approved

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Date