



**SPECIAL MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, May 22, 2023 at 5:30 PM**  
**Various Locations – Teleconference Meeting Pursuant to**  
**Executive Order N-29-20**

**1. CALL TO ORDER 5:35 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. APPROVE ORDER OF THE AGENDA**

Jennifer Butler Motioned to approve the order of the agenda and Max Wilmarth Seconded

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

**3. CLOSED SESSION**

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

Direction given, no action taken

**4. REPORT OUT OF CLOSED SESSION 6:40 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 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.*

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.

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 APRIL 17, 2023**

#### Draft Minutes of April 17, 2023 Meeting

Ravi Alimchandani Motioned to approve the item on the Consent Calendar and Devin Drew Seconded to approve the April 17, 2023, Special Meeting Minutes.

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

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

### **A. RECEIVE A REPORT FROM INDEPENDENT AUDITOR MAZE & ASSOCIATES AND APPROVE THE FISCAL YEAR END 2022 AUDIT**

David Alvey from Maze & Associates reported to the Board that our June 30, 2022 audit shows we had a Clean & Unmodified Opinion. Mr. Alvey discussed the audit in great detail with the Board and questions were asked and answered.

Ravi Alimchandani Motioned we approve the June 30, 2022 audit and Max Wilmarth Seconded.

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

Brian Hines from North Coast Solar reported on the status of our solar project. Mr. Hines told the Board we are on schedule. Materials are arriving timely and the Installation Team Training expected week of May 29. Installation will follow. He further reported all the earth anchors were successfully installed. He also mentioned our ground cover of the pond was lost in shipment and a new one is on order. The solar permit should be issued this week and PG&E still has our application under review. PGE currently has a 150,000 application back up.

### **C. REVIEW AND APPROVE APRIL 2023 FINANCIAL REPORTS**

General Manager Davisson discussed the 2023 financial reports for 2023 and reviewed it in great detail with the Board. General Manager Davisson answered various questions from the Board regarding the financial reports.

**D. REVIEW AND APPROVE PRELIMINARY FISCAL YEAR 2023-2024 ANNUAL BUDGET**

General Manager Davisson discussed the preliminary budget with the Board. They discussed many variables. He explained to the Board the figures at this time are estimates and can be changed at any time.

Max Wilmarth Motioned to approve the Preliminary Fiscal Year 2023-2024 Annual Budget and Devin Drew seconded. All Board Members were in favor of the approval.

**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 is currently working on getting another Ad Hoc meeting scheduled. Tuesday next week was tentatively scheduled. He will check with Forestville to see if that date works for them. As soon as he is advised by Forestville, he will contact our Ad Hoc Committee.

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

General Manager Davisson reported we are currently waiting for Sonoma County Water Agency to work on the proposed contract. They would like to do a presentation at our June 2023 Board meeting to discuss their project with the Board. This project is estimated to take 2-3 years. General Manager Davisson also advised the Board the presentation with Sonoma County Water Agency will not require a decision to be made, it would just be a presentation.

**C. Receive an update on plant operations, engineering and capacity analysis**

General Manager Davisson updated the Board that Coleman Engineering has been shadowing at the plant for the past six weeks. They are looking at all processes and will be reviewing everything. General Manager Davisson has a conference call scheduled with Coleman Engineering to discuss their findings and be brought up to date on their progress.

**D. Receive an update on the UV System upgrade project**

General Manager Davisson reported we received a verbal inquiry from Manzana asking about Graton's ability to process additional wastewater beyond the volumes stated in our agreement. After discussion, the Board decided we must know our capacity in terms of volume and flow before the Board can determine Graton's abilities.

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

General Manager Davisson stated he had a meeting with Sonoma County Water District. He advised they currently have the project out to bid for the pipeline services but are awaiting funding. Sonoma County Water would like to do a presentation to our Board at the June meeting.

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

General Manager Davisson spoke with Andy from Manzana. They would like to meet in person. They are currently working on obtaining the permits. We are currently looking at income from Manzana for the next fiscal year.

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

**A. Treatment Plant Operations Update**

- Operations Report – April 2023 Operations Report  
Quarter 1 SMR Cover letter
- Overtime report

The Operations and Overtime reports were reviewed and discussed. Questions were asked and answers were provided to the Board. The Board requested that General Manager Davisson initial any changes he makes to the Operations report.

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

- Status of GCSD Sewer Repair and Rehabilitation needs

General Manager Davisson advised he reached out to the Regional Board and was advised our request is still under review. He further advised he does not anticipate any problems.

**10. REVIEW OF BOARD CALENDAR**

General Manager Davisson mentioned to the Board he was going to add some important dates to the Graton calendar, so they are not missed.

**11. BOARD MEMBER REPORTS**

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

**12. FUTURE AGENDA ITEMS FOR CONSIDERATION**

The Board requested having meetings at a more accessible location. General Manager Davisson said he would look into the Graton Day Labor Center and other possible meeting places that would be more accessible for the Board and public.

**13. ADJOURNMENT**

Meeting Adjourned 9:04 PM

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Minutes Approved

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Date