



SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Friday, July 21, 2023 at 12:00 PM
Various Locations – Teleconference Meeting Pursuant to
Executive Order N-29-20

1. CALL TO ORDER 12:02 PM

A. BOARD ROLL CALL - Determination of a Quorum

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

2. APPROVAL OF THE AGENDA

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

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

3. CLOSED SESSION

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

Nothing to report out of Closed Session

4. REPORT OUT OF CLOSED SESSION _____

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 June 26, 2023**

Draft Minutes of June 26, 2023 Meeting

Ravi Alimchandani Motioned to approve the item on the Consent Calendar and Jennifer Butler Seconded to approve the June 26, 2023, Special Meeting Minutes.

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

7. **BUSINESS BEFORE THE BOARD**

A. **APPROVE SCOPE AND FEE FOR ACTIVITIES RELATED TO THE APPROVED GRANT FUNDED COLLECTION SYSTEM ASSESSMENT PROJECT** West Yost Collection System Assessment Proposal

A proposal was provided by West Yost for the entire collection system including the intertie pipeline. At the last meeting the Board suggested review of the entire collection system. This proposal of the planning would be covered by the \$500,000 grant and there would be no cost to the district. The engineering firm would sub out the field work. The engineering firm will determine the ratings and the district will have a plan set and the district will seek bids for the work to be done. This grant is a planning grant. The funding for the actual repairs would be done through an additional construction grant.

Jennifer Butler Motioned that we approve the scope and fee for the activities related to the approved grant funded collection system assessment report with West Yost and Ravi Alimchandani seconded.

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

B. **REVIEW AND APPROVE JUNE 2023 FINANCIAL REPORTS**

June 2023 Budget vs. Actual Report June 2023 Monthly Transaction Detail Report

June 2023 Monthly Cost Report

General Manager Davisson reviewed the reports in great detail with the Board. The Board asked several questions that were answered by General Manager Davisson to their satisfaction.

Ravi Alimchandani Motioned to approve the Monthly financial reports reviewed and Jennifer Butler seconded.

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

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 they had a meeting, not an Ah Hoc with one of their Board members one of our members, General Manager Davisson and the Assistant General Manager from Sonoma County Water agency. Mike Thompson with Sonoma County Water agency was very knowledgeable and has the history with Sonoma County Water agency so we can explore ways to partner with them moving forward.

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

General Manager Davisson provided an update on the schedule and upcoming outreach efforts related to the pipeline construction project. Although Sonoma County Water Agency received an “Appropriation” for the cost of the design of the pipeline, they cannot receive the grant funds until all grant application and environmental review requirements are met. SCWA did not anticipate these requirements prior to receiving funds, and expect that it will delay the design of the pipeline for an additional year.

SCWA has requested an opportunity to provide GCSD and any interested members of the public with a project update at the GCSD September meeting.

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

General Manager Davisson provided an update to the Board on the Manzana Products Co. connection to the District’s sewer system. Manzana has reached out to the District requesting an increase of discharge volumes both on average and a max daily flow. Staff is working with Manzana to establish the requested increases and will bring any requests to the Board for approval.

D. Update on District Connection Audit

General Manager Davisson explained that Staff will be initiating a District service area wide audit of all properties and connections. The purpose of this audit is to ensure that all connections are legal and all users are being assessed the proper ESD allotment. Staff is developing the approach for this audit, which is expected to include physical inspection of each property and a review of the ESD assignment for all connections. Staff will provide updates at future meetings.

9. GENERAL MANAGER’S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report – June 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

General Manager Davisson announced that he will be attending the California Association of Sanitation Agencies annual conference in San Diego on August 9-11.

11. BOARD MEMBER REPORTS

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

12. FUTURE AGENDA ITEMS FOR CONSIDERATION

None

13. ADJOURNMENT _____

Minutes Approved

Date