



REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, March 18, 2024 at 6:00 PM

1. CALL TO ORDER 6:20 PM

A. BOARD ROLL CALL - Determination of a Quorum

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

2. APPROVAL OF THE AGENDA

Director Alimchandani Motioned to approve the order of the agenda and Director Butler seconded.

Board President, David Upchurch, Y; Board Vice President, Jennifer Butler Y; Max Wilmarth Y; Devin Drew, A; 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.

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. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM FEBRUARY 19, 2024
Draft Minutes of February 19, 2024 Meeting

B. APPROVE FEBRUARY 2024 FINANCIAL REPORTS

February 2024 Monthly Cash Summary
FY 23-24 Financial Summary Report
February 2024 Budget to Actual Report
February 2024 Monthly Transaction Detail Report
February 2024 Monthly Cost Report

Director Wilmarth Motioned to approve item 4A to approve the February 19,2024 Draft Minutes and present Item 4B (Financial reports listed above) at the April 15, 2024 Board meeting, President Upchurch Seconded.

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

5. BUSINESS BEFORE THE BOARD

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

Director Wilmarth reported the Town Square was mowed and weeded by the Graton Day Labor Center and was extremely affordable. The Board plans to have it maintained twice a month. The Board had a two-hour meeting prior to this meeting. They elected two newly formed committees. The members on the committees were self-nominated or nominated to help out with the upcoming plan. The first committee is the Design committee, and it consists of 7 members. The second committee is an Advisory committee that is a large group of individuals and will provide feedback about what the public's wishes are and provide ideas. We have also submitted an application for another Open Space District grant. We are requesting \$750,000 in grant funds. Director Butler mentioned she would like to put up a sign with a Graton logo stating we have a town square coming soon. General Manager Davisson mentioned we might have a sign at the plant that can be used for that purpose. Director Butler stated she will swing by the Plant and pick it up.

B. REVIEW THE PROPOSED DESIGN CONCEPTS OF THE NEWLY ACQUIRED TOWN SQUARE PROJECT AND PROVIDE FEEDBACK TO THE AD HOC COMMITTEE

Nothing new to currently report.

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

GCSD Sewer Collection System Assessment – Final
Intertie Pipeline Assessment Task Order

At the last meeting West Yost provided a presentation of the work they have done and provided us with a draft report. We now have a signed task authorization for the assessment of the intertie pipeline between GCSD and Forestville WD. General Manager Davisson said he will be talking to West Yost regarding additional grants that we may be eligible for.

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/GCSD Operational Recycled Water Activities

General Manager Davisson started working on Monday as the General Manager at Forestville Water District. They are very eager to step up their involvement in recycled water activities.

B. Receive an update on the Occidental pipeline project

Chad received a copy of the MOU and everyone is happy with the language. Chad added the insurance they requested to the MOU and it has been sent back to Occidental for approval. General Manager Davisson will speak with them and see if they will attend one of our meetings.

C. Receive an update on the NPDES Permit renewal status

We are in the process of renewing our NPDES permit with the state Water Resource Control Board. The renewals are every 5 years. We had our building inspected. Our current permit allows us the ability to discharge 1% of our wastewater. We asked them to increase the allowance to 10%, a level that does not negatively affect the environment.

D. Receive an update on Mazana products connection to GCSD Sewer System

Mazana is now flowing to us as of Friday. Director Davisson is now working on an invoice and will get it out this week.

E. Receive an update on Legal Counsel transition and RFP

Last meeting we discussed that a few attorneys from Meyers Nave have left and are creating a new firm with Claire Lei and other colleagues. General Manager Davisson thought it was a good idea to put legal counsel services out for RFP. He can put together a formal solicitation to put on our website or we can send it directly to people we would like to bid. The Board mentioned they would like it sent to a select few and place it on our website.

- F. Receive an update on proposed high-density residential development at 8525 Graton Road

There has been concern from an adjacent property owner that wants to do some additional improvements and they are concerned about what the new development will look like. Simon Farmer advised they are thinking it will be RVs. Director Wilmarth advised Graton Board only has control over sewer services and the town square. The details the residents were discussing are things that are controlled by the County and not Graton.

- G. GCSO Ordinance 300

Receive an update on FY 2024-25 Annual Budget kick off

General Manager Davisson advised the Board that he received an email from the County with the budget template and we need to provide a preliminary budget for operating fund, construction fund and the Town Square Fund. We will need to provide the budget within the next 4-6 weeks.

- H. Receive an update on proposed transition to in-house financial management transition away from Sonoma County

The County has done an excellent job in providing the guidelines the district needs. They provide a very rigid accounting system that the County follows. General Manager Davisson thought it might be a good idea to consider the possibility of going another route for our finances.

- I. Draft RFP for Rate and Cost of Service Study

We have not had a review of our rates in over 12 years. Chad recommends we review and possibly update our rate structure. He estimated the cost to be about \$15,000 fee to do this.

- J. Receive an update on planned sewer fund balance trend and reserve overview by Sonoma County

General Manager Davisson requested that Melissa from the County of Sonoma attend our Board meeting next month to advise the Board how our funds have been trending and what has been happening to our fund balance.

7. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report
- Overtime Report

The reports were reviewed by the Board and questions were asked and answered.

8. GENERAL MANAGER ANNOUNCEMENTS

All Board members need to complete their form 700 if they have not already done so.

9. BOARD MEMBER REPORTS

Director Butler asked how the investigation is coming along. Director Davisson said it has been completed. It may be presented at the next meeting or possibly a Special Meeting.

Director Wilmarth asked how many Board members will be up for election during the next election period? General Manager Davisson explained the process to the Board.

10. FUTURE AGENDA ITEMS FOR CONSIDERATION

None were requested

11. ADJOURN TO CLOSED SESSION 8:08 PM

Minutes Approved

Date