



**REGULAR MEETING Minutes
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Tuesday, February 16th 2016 at 6:00 PM
Graton Day Labor Center
Bowen St. Graton, CA**

1. Call to Order 6:17 pm

2. Roll Call - Determination of a Quorum

Clemmer, DeLil, Coleman, Lease were present. Johnson was absent.
Also present GCSD staff: Mike Lane, Denise Benguerel, Maria Potter. Members of the public: Lamont Langworthy.

3. APPROVE ORDER OF THE AGENDA: HD proposed to table item #8 to a future meeting; DC seconded the suggestion. All present voted in favor of tabling the item.

4. PUBLIC COMMENT- none.

5. CONSENT CALENDAR- item 5C was pulled from the consent calendar due to the information being missing from packets and not distributed to the public. Item #5C was tabled to the next regular meeting.

- A. Review and approval of Regular Meeting Minutes from January 19th 2016
- B. Review and approval of Special Meeting Minutes from February 1st 2016
- C. Review and approval of District General Manager's January 2016 Invoice- Lane.

HD moved to approve the items 5A and 5B on the consent calendar; RC seconded the motion. All voted in favor with Johnson absent.

ACTION ITEMS

6. Discussion and Consideration of approving Resolution 160216A granting a request for a Variance from Ordinance 101E to allow for 1.8 additional ESDs for the Green Valley Village (Thiessen) Downtown Graton development

HD moved to open discussion of the variance request; DC seconded the motion. KL asked HD to recuse herself from voting on the variance request, suggesting that there may be a conflict of interest with her participation in the Graton Green Group's interest in the Thiessen property for a park. HD stated that she anticipated this issue and consulted the district's attorney who said there wasn't a personal financial conflict of interest. Following discussion, RC moved to approve the resolution granting the variance; HD seconded the

motion. Vote: DC, HD and RC voted yes. KL abstained. MJ absent. **Motion passed to approve the variance request.**

7. **Financial Report, Budget Discussion and Adoption of Adjusted Final Budget for Fiscal Year 2015-16** HD moved to discuss the financials; DC seconded the motion. HD had a question about the health savings account reimbursement. DB explained that due to a recent high cost medical need, an employee HSA was reimbursed prior to the end of the fiscal year. Normally accounts are reimbursed at the end of the fiscal year. HD asked about auditor transactions and what the vendor was for the newsletter printing charge. DC asked about the polymer expense. KL asked the general manager to track the expenses for polymer/chemical purchases. RC discussion of uniform cleaning charges.

- A. Confirm Expenditures and Revenue (Transactions) Lists for January 2016
- B. Review of January 2016 Operations and Construction Financial Summaries
- C. Discussion and consideration of **Resolution 160216B** approving the adjusted final budget for fiscal year 15-16

HD moved to approve resolution 160216B approving the final budget for fiscal year 15-16; KL seconded the motion. Vote: DC, HD, KL and RC voted yes. MJ was absent. **Motion passed approving final budget for fiscal year 15-16.**

8. *(Item was tabled.) Introduction of an Ordinance (101J) revising Section 3.19 to increase the annual Equivalent Single Family Dwelling (ESD) limit on new sewer connections within the District, from 8 ESDs to 12 ESD per year, and allowing for carry over, subject to available capacity*

- A. *Staff Report and Recommendations*
- B. *Introduction of an Ordinance revising Section 3.19, and waive further reading*

9. **Discussion and consideration of hiring a new district engineer-** HD moved to discuss; KL seconded motion. Board reviewed and discussed the draft scope of services for a district engineer. Staff suggested the board find an engineer familiar with NPDES permitting etc. RC moved to direct staff to develop and RFP and post a request for qualifications notice on the website. DC seconded the motion. Vote: DC, HD, KL and RC voted yes. MJ was absent. **Motion passed 4-0.**

- A. District Engineer Peter Lescure submitted resignation – effective March 6, 2016
- B. Consideration of draft scope of services for a district engineer
- C. Discussion of issuing a RFP for a new District Engineer and interim options

Clemmer DeLil Coleman Johnson ^{Absent} Lease

INFORMATIONAL REPORTS

10. **Capital improvements planning/ funding-** MP provided the board with a funding fair notice and suggested a board member attend if possible. Board asked the GM or other staff to attend and bring information back or attend a webinar.

- A. Collection system rehabilitation grant outreach

- CFCC funding fair in Sacramento April 13th

B. Line maintenance schedule development- MP informed the board that operators are developing a spreadsheet to track the sewer line maintenance.

11. GENERAL MANAGER’S REPORT

A. Treatment Plant Operations Update

- Operations report
- Staffing update- new OITs
- Retirement benefits update- CalPERS actuarial valuation is in process; may take up to 90 days, by agreement.

B. Construction Update

- ADA restroom facilities – update- HD asked ML to find out if the architect had site elevations as part of the William’s plan. MP informed board that another architect had offered assistance, if needed.
- Effluent Pump Station project discussion
 - Project bid process
 - John Rosenblum- update
- PG&E use charts and analysis- ML presented some power use charts showing use trends from 2009 to present. Board asked if ML could focus in on the 2014-2016 timeframe to take a closer look at power use for the next meeting.

C. Meetings, Correspondence and Outreach

- Staff meeting – February 4th
- Inquiries for new connections- update
- Langworthy – Atelier One- site visit update: ML and Operator LC visited the site and conducted an initial inspection of the plumbing fixtures.
- Newsletter mailing: KL would like an attractive post card sent out detailing “what not to flush”.
- Other general plant updates

12. SUGGESTED ITEMS FOR FUTURE AGENDAS

- **Pending items/old business**
 - Review vendors
 - Capital reserve budget development- ongoing
 - Policy manual updates – DC our district needs specific financial policies like the ones adopted in Napa.
- **Future items/new business**
 - Preliminary budget FY 16-17: staff meeting March 3rd to initiate draft prelim budget for the next fiscal year; may be ready for March or April board meeting.
 - Transition plan for District bookkeeping services
 - Health plan analysis
 - Letter of support for the Graton Green Group park development
 - Financial Policy development and adoption

Open session adjourned at 8:45pm.

CLOSED SESSION

13. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

(Pursuant to paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Claimant - Pasteurization Technology Group Inc.

14. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Pursuant to Government Code Section 54957)

Title: District General Manager

15. Report out of Closed Session

16. ADJOURNMENT 2602547.1

Minutes Approved Dave Clum . Date 3/21/16 .