

GRATON COMMUNITY SERVICES DISTRICT

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REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, September 17, 2018 at 6:00 PM

Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:14 PM

2. ROLL CALL - Determination of a Quorum

Board President, Dave Clemmer, H; Devin Drew, H; Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, H; David Upchurch, H.

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Board President, Dave Clemmer, Y; Devin Drew, Y; Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, Y; David Upchurch, Y.

4. PUBLIC COMMENT

Members of the public are invited to address the Board on those items which fall under the authority of the Board. For those wishing to address the Board on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the and submit it to the Board President. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. Comments will be limited to three minutes per speaker. Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. GOVERNMENT CODE 54954.2. (2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

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.

5. **CONSENT CALENDAR**

All items listed on the consent calendar are considered to be routine and non-controversial by staff. However, if discussion is required, the item(s) will be removed from the consent agenda and will be discussed after the consent agenda is approved.

- A. Confirm Expenditures and Revenue (Transactions) List for August 2018
- B. Review August 2018 Operations and Construction Financial Summaries
- C. Review and approval of the Regular Meeting Minutes from August 20, 2018.
- D. Review and approval of Special Meeting Minutes from August 27, 2018.

Motion to approve the items on the consent calendar.

Devin Drew made a motion to approve the consent calendar and Dave Clemmer seconded.

Board President, Dave Clemmer, Y; Devin Drew, Y; Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, Y; David Upchurch, Y.

6. **ACTION ITEMS**

- A. Resolution 180917 to approve professional services agreement GHD INC. for Occidental county special district project.

David Upchurch made a motion to approve Resolution 180917 and Devin Drew seconded.

Motion to adopt Resolution 180917.

Board President, Dave Clemmer, Y; Devin Drew, Y; Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, Y; David Upchurch, Y.

- B. Report on Ad Hoc committee meeting & action to approve revised Mission Statement for Ad Hoc committee.

David Upchurch made a motion to approve revised Mission Statement and Devin Drew seconded.

Board President, Dave Clemmer, Y; Devin Drew, Y; Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, Abstain; David Upchurch, Y.

7. DISCUSSION ITEMS

A. Required Training for Board Members

Jose advised he is still looking into status of the required information for Board members required training. He will provide an update at the next regularly scheduled Board meeting.

B. Creating/Updating GCSD Mission Statement

Devin & Karin advised they are doing additional research and report findings at the next meeting.

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report

Jose reviewed the report with the Board and they had few questions.

- Report on factory protection plan for Capstone C-30.

Jose advised the operators are having problems with blown fuses. They are working with Cal Microturbine on the problem. They have experienced the same problem at least ten times the previous year.

- Report on PTG Systems

Telstar corrected programming issues that they fixed previously. After discussion with them, they cut the bill by 50%.

B. Construction Update

ADA Bathroom Project

Jose has requested the final plans. Once he receives them he will bid out the project.

C. Report on the Post Meeting Action Items

No post meeting Action Items

D. Meetings, Correspondence and Outreach

- Report on discussions with LAFCO regarding annexation requests.

Occidental project identified Western Plastics as the preferred location. We asked the District Engineer for a proposal to do the environmental assessment and preliminary engineering. We received a proposal and an estimate to do the work. Jose recommended a special meeting for the Board to consider a professional services agreement to perform the work.

- SWRF Funding Program Application

Jose waiting to hear from them. He will call to follow up to see if they have finished their financial analysis update.

- Newsletter

Jose suggested they create an article about illegal sewer connections. Karin advised they are still looking to produce a newsletter in October.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

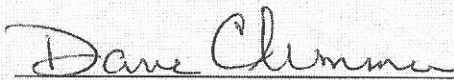
There were no pending items/old business

B. Future items:/new business

There were no pending items/new business

Devin Drew made a motion to adjourn the meeting and Dave Upchurch seconded the motion.

ADJOURNMENT 7:40 PM



Minutes Approved

10/15/18
Date