

# GRATON COMMUNITY SERVICES DISTRICT

250 ROSS LANE • MAIL: PO BOX 534, GRATON, CALIFORNIA 95444 • 707/823-1542 • FAX 707/823-3713



## REGULAR MEETING MINUTES Graton Community Services District (GCSD) Meeting of the GCSD Board of Directors

Monday, April 16, 2018 at 6:00 PM

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

### 1. CALL TO ORDER 6:13 PM

### 2. ROLL CALL - Determination of a Quorum

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

### 3. APPROVE ORDER OF THE AGENDA

Dave Clemmer motioned to approve the order of the agenda. Devin Drew seconded.

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

### 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 March 2018
- B. Review of March 2018 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from March 19, 2018.
- D. Review and approval of the Special Meeting Minutes from February 13, 2018.
- E. Review and approval of the Special Meeting Minutes from March 05, 2018.

Karin Lease would like to review 5A. Karin Lease questioned the "16-17 Audit Adjustment Reversal" noted on the Transaction Report. Jose Ortiz will check with Ryan Janos at the County for clarification.

Devin Drew questioned why BeeHive Design is showing invoicing from years past. BeeHive Design has been told to submit invoices in a timely manner.

Matt Johnson motioned to approve the items on the consent calendar. Devin Drew seconded.

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

## 6. ACTION ITEMS

- A. No action items.

## 7. DISCUSSION ITEMS

- A. Update on the Bookkeeper services.

Jose Ortiz reports that he is in the process of interviewing prospective candidates.

- B. Occidental Waste Water Treatment Project.

Jose Ortiz reported that a Special Meeting has been called to introduce this project to the community.

GCSD has met with Occidental several times in the last year. Public outreach meeting on Wednesday, April 18 at the Graton Community Center. The Sonoma County Water Agency will be assisting at this Special Meeting. This informational meeting will be following the power point presentation that Barry Duggan has put together. It will outline

the procedure and the cost related expenses and income for GCSD. It is estimated that GCSD will be able to make \$250,000.00 annually with this project. The increased income will allow the District to meet the increase of products and services. With no increase in revenue even though there are increases in expenses due the cost of living. This allows the District to bring in revenue without increasing rates to make up the rising costs. Will have to raise rates if an alternative revenue source is not found. The items identified and needing repair will need to be addressed. If the forgivable loan that is being applied for, turns out not to be forgivable then we must show that we can pay the loan. The repairs need to be made.

C. Update Financial Planning Assistance Application.

GCSD has applied to the State Water Resources Control Board to do a feasibility study. The purpose of the study is to update the cost.

We should find out if we qualify the feasibility study forgivable loan soon. If we can't find additional revenue, then we need to increase rates.

D. Update on AB 499 Effect of the Accessory Dwelling Unit (ADU) Legislation on the District.

**Correction: AB 494**

If you add onto an existing house, then it is a junior Accessory Dwelling Unit (ADU). If it is separate, then we can charge for service and connection fees. SB 831 is aimed at affordable housing so there would be no fees for ADU's.

E. Report on the Preliminary Budget Process for Fiscal Year 2018-2019.

See attached of the DRAFT Preliminary Budget working document. Adjustments will be made, and the final preliminary budget will be ready for next month's meeting.

**8. GENERAL MANAGER'S REPORT TO THE BOARD**

A. Treatment Plant Operations Update

- Operations report

See attached

- Report on plate heat exchange unit maintenance.

Jose Ortiz has ordered the plates that need to come from Germany.

- Report on New National Pollution Discharge Elimination System (NPDES) permit requirements.

Jose Ortiz reported that keeping the chlorine disinfection system as a back-up. Have asked GHD to come up with a proposal for using chlorine for a revised permit.

B. Construction Update

- Report on upsizing the Capstone C30 to a Capstone C65.

Jose Ortiz has gotten an estimated for a reconditioned C65. Total would be 160-185,000.

- ADA Bathroom Project

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

- Report on Green Valley Development Project (Orrin Thiessen).

Jose Ortiz allowed closed circuit tv it and gave a report. John Gibson reviewed it and said everything was fine.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

Karin Lease would like to add the Mission Statement discussion for a future agenda.

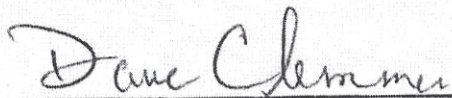
- Policy & Procedures Manual - ongoing

The next Special Meeting for the Board to work on the policies will be April 30.

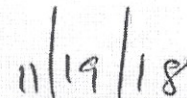
B. Future items/new business

BeeHive Designs to present at the next regular board meeting.

ADJOURNMENT 8:28 PM



Minutes Approved



Date