



REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, June 18, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:08 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, A .

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, A .

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 May 2018

Karin Lease questioned the \$679.45 charge by Mr. Jose Ortiz for travel expenses. Mr. Ortiz advised the charge was for a seminar attendance and travel that the board previously approved.

B. Review May 2018 Operations and Construction Financial Summaries

C. Review and approval of the Special Meeting Minutes from April 18, 2018.

Mr. Jose Ortiz advised the Board the Special Meeting Minutes from April 18, 2018 were not in the current packet. They will be in the next Regular Meeting agenda for their review.

D. Review and approval of Regular Meeting Minutes from May 21, 2018.

Devin Drew made a motion to approve the consent calendar and Karin Lease seconded.

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

6. ACTION ITEMS

A. Review and adopt proposed Ad Hoc Committee mission statement.

David Clemmer read the mission statement aloud to the Board. Karin Lease advised she would like to review and present possible revisions to the mission statement and discuss them with the Board at a later date.

Board President David Clemmer made a motion to approve the mission statement for the Ad Hoc Committee and Devin Drew seconded.

David Clemmer, Y; Devin Drew, Y; Matt Johnson, A; Karin Lease, N; David Upchurch, A.

Because the motion did not receive the required three votes to pass, it will be considered again at a later date.

- B. Review and approve Engagement Letter from Goranson and Associates, Inc. to provide audit services for fiscal year ending June 30, 2018.

Mr. Ortiz expressed last year the Board entered into a multi-year contract with Goranson and Associates, Inc to provide audit services. The current year contract is for the same amount as last year and will provide a cost savings to the District. It has been reviewed by legal counsel and the engagement letter is recommended for approval.

Devin Drew made a motion to approve the Engagement Letter from Goranson and Associates, Inc., and Karin Lease seconded.

David Clemmer, Y; Devin Drew, Y; Matt Johnson, A; Karin Lease, Y; David Upchurch, A.

7. DISCUSSION ITEMS

- A. Occidental Waste Water Treatment Project.

Jose Ortiz explained we have the capability to treat more waste water. This project would bring in approximately 20 percent additional revenue. Jose explained in detail all the steps that would be involved before the Board could take an action to approve the project, including the alternatives analysis and and complying with the California Environmental Quality Act (CEQA). As staff and the Board members continue to work on this project, staff will provide regular updates.

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 explained the process for reassigning the factory protection plan from Regatta Solutions to Cal Microturbine. He has executed the proposed agreement and we await signatures from the two service providers. He gave an update on the repairs to the plate heat exchanger, the Capstone C-30, and replacement pipes for the exhaust system. If all goes well, the PTG disinfection system be running by the end of June.

- Report on Regional board requirements on conducting a tracer dye study.

Jose advised the Board the operators were trained how to perform a tracer dye study. The tracer dye study was performed in one day and resulting in a savings of \$15,000 by not having a consultant prepare it.

B. Construction Update

- ADA Bathroom Project

We have not made any progress on this project, but we plan to contact Craig Williams to schedule the next tasks to finalize the construction drawings.

In response to a question from Dave Clemmer, Jose gave an update on the District's application for a State Revolving Fund grant to do a feasibility study for our collection system. We hope that based on our median household income survey, we qualify for a forgivable loan. We recently submitted an increase for the loan from \$400,000 to \$500,000 and we are currently awaiting a response. Jose will contact SRF and check on the status of our application.

C. Report on the Post Meeting Action Items

Meetings, Correspondence and Outreach

- Report on discussions with LAFCO regarding annexation requests.

Jose called Carol Cooper to arrange a meeting to discuss all of the annexation requests. We need to know how to proceed on the parcels that are not adjacent to the district.

- Application to modify Purple Wine Company County use permit.

Jose spoke with their engineer and they plan to submit a revised use permit application.

9. **SUGGESTED ITEMS FOR FUTURE AGENDA**

A. Pending items/old business

Karin and Devin are working on newsletter. It will not be ready before the July 16, 2018.

B. Future items:/new business

Brenda working on website and logo. Jose to speak with Brenda and get update on the status to make sure we do not go over budget.

Minutes Approved

Date

ADJOURNMENT 8:12 pm