



REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, August 20, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:17 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 June 2018
- B. Review June 2018 Operations and Construction Financial Summaries
- C. Review and approval of the Regular Meeting Minutes from April 18, 2018.
- D. Review and approval of Special Meeting Minutes from June 12, 2018.
- E. Review and approval of Regular Meeting Minutes from June 18, 2018.

Motion to approve the items on the consent calendar.

Dave Clemmer made a motion to approve the consent calendar and Devin Drew 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. Resolution 180820A to amend and restate contract with Jose L. Ortiz-Consultant

Devin Drew made a motion to approve Resolution 180820A and Karin Lease seconded.

Motion to adopt Resolution 180820A.

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

- B. Review and approve revised list of authorized signers payroll and petty cash accounts at West America Bank.

Devin Drew made a motion to approve revised list of authorized signers for petty cash and payroll accounts 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, A.

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

Matt Johnson, Dave Clemmer and Jose Ortiz attended a Forestville meeting. Forestville requested we remove Sonoma County agencies and list each district. Original statement was modified with small revisions. Dave Clemmer tabled the Mission Statement until the August 27, 2018 meeting.

7. DISCUSSION ITEMS

- A. Occidental Waste Water Treatment Project.

Jose Ortiz explained he met with the District Engineer to describe the OCSD project alternatives being considered and to request a proposal for preparing the environmental document and preliminary engineering. Western Plastics is the preferred alternative at this time. An agreement with Occidental needs to be drafted including cost proposal and operation hours. The approximate timeline for this project is 3-5 months.

- B. Required Training for Board Members

Jose advised the Board they all need to be current on their required training for Ethics, Sexual Harassment and the Brown Act. Each Board member will be receiving an email checking on their status and getting them up to date on any necessary classes.

- C. Creating/Updating GCSO Mission Statement

Tabled until the August 27th 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 they are still experiencing problems and it is not running. A new part is being requested since the part is still covered under the factory protection Plan.

- Report on PTG Systems

Greg Ryan is working with us to get credits on faulty equipment. The Board advised they are ok with Jose continuing the business relationship with Greg Ryan.

B. Construction Update

ADA Bathroom Project

The District owns an ADA-compliant Port – A- Potty, but its use is limited to functions of a temporary nature. It is not a valid alternative to the ADA bathroom project. The project is still in process and an update will be provided at the next meeting.

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.

Jose to call and set up a meeting for additional discussion.

- SWRF Funding Program Application

Jose called to check on the status of our application. They requested additional financial information. We have sent them the items they have requested. They recently requested additional information and we will be providing it. Jose should have another update for the Board at the next regularly scheduled meeting.

- Newsletter

Karin Lease advised they might have a newsletter ready in October 2018. Jose suggested they create an article about illegal sewer connections.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business


There were no pending items/old business

B. Future items:/new business

Possible new cell phone tower in back field providing a better signal strength.

Devin Drew made a motion to adjourn the meeting and Karin Lease seconded the motion.

ADJOURNMENT **7:55 PM**



Minutes Approved

9-17-18
Date