



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday, November 19, 2018 at 6:00 PM**  
**Graton Day Labor Center, 2981 Bowen St. Graton, CA**

**1. CALL TO ORDER 6:08PM**

**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,   A  ; 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,   A  ; 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 October 2018
- B. Review October 2018 Operations and Construction Financial Summaries
- C. Review and approval of the Regular Meeting Minutes from October 15, 2018
- D. Review and approval of Sub Committee Meeting Minutes from October 25, 2018
- E. Review and approval of Special Meeting Minutes from October 25, 2018

Motion to approve the items on the consent calendar.

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

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

## 6. ACTION ITEMS

None

## 7. DISCUSSION ITEMS

- A. Creating/Updating GCSD Mission Statement

Devin advised the Board everyone needs to meet and exchange ideas. He suggested everyone meet over the holidays to discuss further. Jose suggested a Special Meeting on November 29<sup>th</sup> at six o'clock. The Board agreed and will meet on the 29<sup>th</sup> to discuss this matter further.

- B. Discussion on accessory dwelling unit sewer connection and sewer service speed

Jose stated that current fees for ADUs are based on 0.8 ESDs. He stated there are other ways to base sewer service charge other than on structure size as has been requested of the Board. It can be based on the number of fixtures or on the likely number of inhabitants and the wastewater they would generate. He stated we must be able to justify what we charge and that the fees are proportionate to the burden of the

wastewater treatment facilities. Jose would like to discuss the subject of ADU fees with County Counsel. He will look further into this subject and advise the Board of his findings at the next regularly scheduled meeting.

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

### A. Treatment Plant Operations Update

- Operations report

Jose will provide the Operations report at the Special Meeting on November 29<sup>th</sup>.

- Report on factory protection plan for Capstone C30

Jose explained there has been no response by Cal Microturbine on the draft Assignment and Assumption Agreement. On a separate note, the problem with the plate exchanger was found and repaired. Originally at the end of June, we were advised the leak would seal itself. It did not and a service call was made to correct the problem. They found there was a pinhole causing a leak and replaced the plate. Jose is questioning the bill and will discuss this with the vendor that performed the work.

- Report on chemical cost analysis and SAF

Dave Clemmer has been investigating various alternative suppliers of chemicals used for the SAF unit. Potentially, the current costs could be cut in half. Dave looked at four alternative suppliers. The operators will test the alternative chemicals to see if they are effective in matching current results.

### B. Construction Update

- ADA Bathroom Project

Jose received an update from Craig Williams and he will be providing Jose drawings by tomorrow. When drawings are received, Jose will provide them to the county so we can obtain permits.

### C. Report on the Post Meeting Action Items

No Post Meeting Action Items

D. Meetings, Correspondence and Outreach

- Status of SWR SRF Funding Program Application

Jose followed up on the status of the SWR SRF Funding Program application. They stated they need a letter from Jose as to why this project cannot be combined with another project. He will provide them with the requested letter. They also want a schedule of when deliverables will be completed. Jose will gather all necessary information and submit to them. Once completed, we should receive the funding.

- Newsletter – Article on illegal sewer connections

The Newsletter subjects and content will be discussed further at the Special Meeting scheduled for November 29<sup>th</sup>.

**9. SUGGESTED ITEMS FOR FUTURE AGENDA**

A. Pending items/old business

The Board requested the current status of the new website that is currently being developed by Beehive Design. Jose advised he will call them and provide an updated status at the next regularly scheduled meeting.

B. Future items:/new business

Develop Sub Committee for Land Projects

Meeting went into closed session 7:50 PM

**CLOSED SESSION**

**10. CONFERENCE WITH LABOR NEGOTIATORS**

(Pursuant to Government Code Section 54957.6) Agency designated representative: District General Manager Employee organization: International Order of Operating Engineers, Local 39

