



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Tuesday, January 22, 2019 at 6:00 PM**  
**Graton Day Labor Center, 2981 Bowen St. Graton, CA**

**1. CALL TO ORDER 6:05PM**

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

Board President, Dave Clemmer,   H  ; Devin Drew,   A  ; 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,   A  ; 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 December 2018
- B. Review December 2018 Operations and Construction Financial Summaries
- C. GCSD Budget Review Q2 2019
- D. Review and approval of Regular Meeting Minutes from November 19, 2019
- E. Review and approve of Special meeting minutes from November 29, 2018

Motion to approve the items on the consent calendar

David Upchurch made a motion to approve the items on the consent calendar, Matt Johnson seconded.

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

## 6. **ACTION ITEMS**

### A. **Election of Board President**

Dave Upchurch nominated Dave Clemmer.

Karin Lease motioned to elect Dave Clemmer as Board President and Matt Johnson seconded.

Dave Upchurch to remain Board President for the 2019 calendar year.

Nominations for Board President; Close of Nominations; Election of President.

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

## **B. Election of Board Vice President**

Nominations of Board Vice President; Close of Nominations; Election of Vice President.

Matt Johnson nominated Devin Drew as Vice President of the Board.

Dave Upchurch motioned to elect Devin Drew as Board Vice President and Dave Clemmer seconded.

Devin Drew elected as Board Vice President for the 2019 calendar year.

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

## **C. Election of Board Secretary**

Nominations of Board Secretary; Close of Nominations; Election of Secretary.

Matt Johnson nominated Karin Lease as Secretary of the Board.

Matt Johnson motioned to elect Karin Lease as Board Secretary and Dave Clemmer seconded.

Karin Lease elected as Board Secretary for the 2019 calendar year.

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

## **D. Election of Board Treasurer**

Nominations of Board Treasurer; Close of Nominations; Election of Treasurer.

Dave Clemmer nominated Sonoma County as Treasurer of the Board.

Karin Lease motioned to elect Sonoma County as Treasurer of the Board and Matt Johnson seconded.

Sonoma County elected as Board Treasurer for the 2019 calendar year.

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

E. Review & approve auditor report for Fiscal year ending June 30, 2018

- Presentation by Goranson & Associates

Goranson & Associates presented and discussed in detail the auditor report for fiscal year ending 06/30/2018 with the Board. The Board asked several questions and reviewed the report.

**7. DISCUSSION ITEMS**

A. Status of the website update project.

Jose to check with Brenda and get an update. He will request an approximate date the new website is expected to be completed and advise the Board of the update at the next meeting.

B. Status of the Newsletter – Article on illegal sewer connections

After much discussion, the Board reviewed the current penalty for illegal sewer connections, which is double the sewer connection fee of \$10,352 per ESD.

Jose suggested possibly an amnesty period, in addition to explanations of the penalties in a newsletter article. Jose will do research on methods of how we can locate illegal connections.

C. Report on the plant fencing and security

Jose reported there are no new updates since the perimeter evaluation. One gate was left open and now all gates remain locked. There have not been any other issues to report. The Board said they may consider security camera options.

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

A. Treatment Plant Operations Update

- Operations report
- Report on chemical testing for SAF unit

Jose reported that different suppliers can provide chemicals for the SAF unit at 50% of the cost from the current supplier. We have tested the chemicals from one supplier to gauge their effectiveness in meeting turbidity standards, and we will test the chemicals from the other supplier before making a decision.

B. Construction Update

- ADA Bathroom Project

Jose reported that he has contacted PRMD about resubmitting the accessibility route plan.

- Status of SWR SRF Funding Program Application

Jose reported that the application is complete and is awaiting final review and approval.

C. Report on the Post Meeting Action Items

No Post Meeting Action Items

D. Meetings, Correspondence and Outreach

None

**9. SUGGESTED ITEMS FOR FUTURE AGENDA**

A. Pending items/old business

- Policy Handbook

B. Future items:/new business

None

**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

Direction given/no action taken

**11. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Pursuant to Government Code Section 54956.8):

Property: Site No. 1- APN #130-300-032, #130-300-033, and #130-090-042; Site No. 2- APN #130-141-001; Site No. 3 APN #130-060-009

Agency negotiator: Jose Ortiz, District General Manager

Negotiating parties: Graton Community Services District and  
Empire West, Yonash, and Bridgeway Gas  
Under negotiation: Terms and Price

Direction given/no action taken

**RETURN TO OPEN SESSION** 9:08 pm

**12. REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT** 9:10 pm



Minutes Approved

2-19-19

Date